

ST EDMUND'S CHURCH CENTRE KESSINGLAND

CONDITIONS OF HIRE

1. For the purpose of these conditions of hire the term **HIRER** shall mean either an individual or where there is an organisation or group then the authorised representative of that group

2. **NAME OF HIRER**
ADDRESS
TEL

DATE OF HIRE **TIME**

HIRE RATE £10 PER HOUR CHARGED FROM COLLECTION TO RETURN OF KEY
[PLEASE NOTE : A £5 LEVY FOR THE USE OF HEATING IS PAYABLE FROM OCT- APRIL inc.]

3. **The sole purpose of hiring St Edmund's Church Centre is:**

4. The **HIRER** of St Edmund's Church Centre named above must designate a person to be responsible for any breach of these terms and conditions for keeping good order, to take reasonable precautions for the safety of all persons on the premises. to ensure that any noise emanating from the premises does not cause nuisance annoyance or other disturbance to persons in the neighbourhood
5. The lock on the outer door must be in an unlocked position whilst the **HIRER** is on the premises and any person on the premises must be aware of the fire exits and ensure that they are not blocked during any function. They must also be aware of the location of the fire extinguishers and that there is clear access to these at all times. There is a strictly **NO SMOKING** policy in the Church Centre. Permission for the consumption of **ALCOHOL** must be obtained when booking.
6. Any person hiring the Centre must provide their own first aid kit.
7. The numbers of people allowed in the Centre under the licence is restricted to a maximum of 100 Where the organisation/group consists of children the ratio of supervising staff must comply with current regulation.
8. **NO CHILDREN TO BE ALLOWED IN THE KITCHEN** If using the kitchen appliances they should be left in a clean and tidy condition. **THE HIRER should provide their own washing up liquid, dish cloths and tea towels which should be removed at the end of the hire.**
9. **THE HIRER** should at the end of the hire make sure that the following points are observed
 - A. The Centre is left in a clean and tidy condition
 - B. The outer toilet doors are closed and all windows and doors secured.
 - C. All electrical appliances including, lights, heaters and the boiler are tuned off and unplugged (excluding fridge & freezer)
 - D. The mains electric switches in end room are switched off.
 - E. **THE HIRER** will be held responsible for the cost of any damage to the premises and any cleaning costs incurred.[Please note tables chairs and other items should be carried not dragged across the floor] chairs should be stacked around the room no more than 4 high facing the windows
11. **THE HIRER is required to take their own refuse away from the premises.**
12. **A £10 deposit is payable on booking - one month notice of cancellation should be given. £50 deposit is payable on collection of key- this will be refunded after inspection of premises**
13. Common sense should be applied by all **HIRERS** to all untoward circumstances e.g. vandals etc the police should be contacted in the usual manner. Health and safety and fire regulations should be observed at all times
14. **The HIRER should observe the conditions of the premises licence which is displayed on the notice board.**
15. **St Edmund's Church will not be held responsible for any injury to the HIRER or any third party whilst using the premises / or for the damage and loss of personal items**
The HIRERS of St Edmund's Church Hall are responsible for ensuring that the premises are safe for the purposes for which they intend to use them HIRERS are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated.

I/We understand and agree to abide by these conditions

Signed..... Date.....

PLEASE RETURN COMPLETED FORM WITH DEPOSIT TO: The Rectory, 1 Wash Lane, Kessingland [740256]
Contacts: The Rector: The Revd Janet Wyer; Church Wardens: Pat Briggs 740478, Linda Stratton 742302