

UNITED CHURCH DORCHESTER

49-51 Charles Street, Dorchester, Dorset DT1 1EE

(Alternative entrance on South Street)

Registered Charity no.1137996



TERMS AND CONDITIONS OF LETTING

- 1 a) The letting fee will include lighting and heating (when applicable) and the use of the kitchen facilities and basic crockery. The hirer will be responsible for providing tea towels and tablecloths. (NOTE: the coffee machines and dishwasher are not available for use).
b) All payments shall be the individual responsibility of the person signing the Letting agreement unless another person is nominated by the hirer and accepted on behalf of the Church.
- 2 Payments of the letting fee to be made to the Letting Officer ten days before the letting become effective.
- 3 It will be the responsibility of the hirer to make arrangements for access to the premises in consultation with the Letting Officer. The hirer will also be responsible for putting tables, chairs, etc. in position for use and will be expected to leave the premises in a clean and tidy state. The table and chairs should be restacked where originally found. It will be the responsibility of the hirer to ensure that at the end of each letting all lights are turned off, windows closed in the room(s) hired and in passages and toilets, and all curtains drawn at the end of an evening session. All accumulated rubbish, including cardboard boxes should be removed from the premises and all external doors locked. Failure to comply with this clause or any misuse of the premises will incur a surcharge of £10.00 on each occasion.
- 4 Occupation of the premises is not to take place until 25 minutes before the commencement of the letting period and must be vacated within 15 minutes of the termination of the period.
- 5 No equipment etc. may be left on the premises by the hirer unless specific permission is given.
- 6 The hirer shall report all breakages to the Letting Officer and be financially responsible for the cost of replacement.
- 7 No intoxicants shall be brought onto or consumed on the premises. Smoking is expressly not allowed on the premises.
- 8 a) No notices, posters etc. may be displayed outside or inside the premises without the consent of the Letting Officer.
b) Apart from the movement of tables and chairs, furniture and fittings shall not be interfered with or removed in any way. No fittings or decorations of any kind necessitating the driving of nails or screws into fixtures forming part of the fabric will be permitted. In the event of any damage to the property the hirer will be financially responsible for the cost of such repair.
- 9 The correct name of the Church for use in advertisements is as the heading of this document. Any such advertisement must state the name of the hiring organisation and the purpose for which the event is being held.

Continued overleaf

- 10 a) The hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passageways and exits. Doors must not be wedged or propped open (a fire regulation).
b) The hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
- 11 The hirer must make themselves fully aware of the fire escape routes and procedures to be followed in the event of the fire alarm sounding. The Church will not be responsible for any accident to persons on the property arising out of the act, default or negligence of the hirer or individuals using the room(s) as a result of this letting. The hirer shall indemnify the Church from and against all claims in respect thereof. Organisations using the church premises must have their own Public Liability Insurance.
- 12 The hirer will be given a copy of the church's safeguarding policy and will be required to sign the associated agreement before the letting can commence. If the hiring organisation has a safeguarding policy of its own it must submit it to the Church's safeguarding officers for approval.
- 13 The hirer shall not sublet to another person, or persons, unless authorised by the Letting Officer.
- 14 Although the Church reserves the right to cancel a booking, we will only use this right in the case of an unforeseeable requirement.

(revised July 2015)