

UNITED CHURCH DORCHESTER ('the Church')
CONDITIONS OF HIRING CHURCH PREMISES ('the Conditions')

- 1 In the Conditions:
 - 1.1 'The Application' means the accepted application to hire premises.
 - 1.2 'The Owners' means The United Reformed Church (Wessex) Trust Limited, the Church or their Agent, the United Church Dorchester.
 - 1.3 'The Hirer' means the person signing the Application and any group / organisation for whom he / she is acting. Any liability under the Conditions of such person and such group / organisation shall be joint and several.
 - 1.4 'The Premises' means the areas, spaces, facilities and equipment more particularly defined and agreed in the Application and the access provision thereto.
 - 1.5 'Rules and Regulations' means any rules made by the Owners or their agent from time to time for the use of the Premises, including any shared areas or facilities.

Payments

- 2 The Hirer shall make all payments to the United Church Dorchester in the manner and on the due dates agreed in the Application.
- 3 The United Church Dorchester reserves the right to review and increase the Hire Charge(s) and Security Deposit payable pursuant to the Application.
- 4 The United Church Dorchester will repay any Security Deposit to the Hirer without interest within 7 days of the last hire, less any deductions made by the United Church Dorchester to cover any unpaid sums due under the hire and the actual or anticipated cost of remedying any breach of the Conditions.

Use of premises

- 5 The Hirer acknowledges that this hiring agreement confers permission to access and use the Premises only for the Purpose on the date(s), day(s) and times(s) agreed in the Application, the benefit of which cannot be assigned to any third party, and further that no relationship of landlord and tenant between the Owners and the Hirer or any other rights of occupation are created.
- 6 The Hirer is responsible for ensuring that not more than the number of persons agreed in the Application shall be allowed in the Premises at any one time.
- 7 Where keys, keycards or access codes are issued to the Hirer, the Hirer acknowledges that the keys or keycards: remain the property of the United Church Dorchester; are for the use of the nominated keyholders only; are not to be copied or passed to any other person, and; where an access code is provided to the Hirer, that they must remain confidential and not be communicated to any other individual. Keys cannot be issued to anyone who has been convicted or cautioned concerning abuse of children, young people or adults at risk.
- 8 The Hirer acknowledges that the Owners and their agent give no warranty that the Premises are legally or physically fit for the hire.
- 9 The Hirer acknowledges that all persons using the Premises or bringing belongings onto the Premises do so entirely at their own risk.
- 10 The Hirer or another authorised person of any group / organisation for whom he / she is acting shall be present throughout the hire period to be responsible for the safe and

efficient supervision of the Premises, including but not limited to the effective control of all persons present and the orderly and safe departure of all persons from the Premises in the case of an emergency evacuation.

- 11 The Hirer acknowledges that there is no parking provision on site.
- 12 The Owners and their agent reserve the right to enter the Premises and remain on the Premises during the hire at any time.
- 13 The Owners or their agent may put a stop to any hire which in their opinion is not properly conducted or does not respect the special status of the Premises, or which may interfere with the activities of the United Church Dorchester or other hirers, or which may infringe any of the Conditions, or which might compromise the ministry and mission of the United Reformed Church.

Compliance with rules and regulations

- 14 The Hirer must comply with all Rules and Regulations where they have been provided to the Hirer either in writing or by email.
- 15 The Hirer is responsible for complying with all laws and regulations relating to their use of the Premises and for obtaining and paying for any consents, licences (unless a relevant licence is already held by the United Church Dorchester) and permits (which for the avoidance of doubt includes any Performing Rights Society Licence and Temporary Event Notice) required to lawfully use the Premises for the Purpose intended. Further to which the Hirer must also obtain any particular licences required for public / theatrical performances involving music, singing and dancing, and if copyright material is used or performed, the permission of the owner of the copyright.
- 16 The Hirer acknowledges that smoking and alcoholic beverages are not permitted on any part of the Premises.
- 17 The Hirer acknowledges that pets and animals (except assistance animals) are not permitted in the Premises except to the extent agreed in advance and in writing by the Owners.
- 18 The Hirer must not bring into the Premises any contaminative or hazardous substances, or anything of an especially combustible, inflammable or explosive nature.
- 19 The Hirer must not display any form of external advertising at the Premises, except to the extent agreed in advance and in writing by the United Church Dorchester, but may appropriately signpost their location during the period of a hire session.

Safeguarding

- 20 The Hirer is responsible for ensuring that when children, young people or adults at risk are present on the Premises the appropriate legislation and best practice in connection with their supervision and safety is observed.
- 21 The Hirer is responsible for ensuring that children, young people and adults are protected at all times by taking all reasonable steps and by having any necessary insurance in place.
- 22 The Hirer must respond without delay to every complaint which suggests that a child, young person or adult at risk has been harmed or is at risk of harm and co-operate with the police and Children's and Adult Services in any investigation.
- 23 The Hirer must abide by their own Safeguarding Policy if they have one or the Church's Safeguarding Policy.

Public safety

- 24 The Hirer must abide by the Church's Evacuation and Fire Emergency Plan.
- 25 The Hirer must not obstruct any means of exit from the Premises.
- 26 The Hirer must observe all relevant food health and hygiene legislation.
- 27 The Hirer must ensure that any electrical appliances brought onto the Premises are safe, in good working order and used in a safe manner.
- 28 All accidents involving injury to members of the public must be recorded in the appropriate accident book and be notified to the United Church Dorchester as soon as possible.

Repair, damage, insurance and indemnity

- 29 The Hirer is responsible for any loss or damage to the Premises (which for the avoidance of doubt includes its electrical installations) and for any loss, theft of, or damage to any property on the Premises (which for the avoidance of doubt includes any fittings or furnishings belonging to the Owners) arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 30 The Hirer is responsible for any loss, damage, injury or expense which may be suffered by or be done to or happen to any person, arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 31 The Hirer must ensure that no bolts, nails, screws, pins, spikes or other objects are driven into the fabric or furnishings of the Premises, and that no adhesive products are used on the walls of the Premises.
- 32 The Hirer must report any matters of potential interest to the Owners, such as damage, howsoever caused or arising from their use of the Premises, or their breach of the Conditions, whether directly or indirectly in any manner whatsoever.
- 33 The Hirer shall indemnify the United Reformed Church and the United Church Dorchester from and against any loss, damage or theft of any property, or any other demands, actions, proceedings, losses, damages, costs, expenses, claims and liability from any person, howsoever caused or arising from their use of the Premises, or their breach of the Conditions, whether directly or indirectly in any manner whatsoever.
- 34 The Hirer acknowledges that the United Church Dorchester's Public Liability Insurance does not extend to external hirings, that the Hirer is strongly advised to arrange their own Public Liability Insurance, and that the Owners reserve the right to insist that such insurance is arranged and a copy provided.
- 35 The Owners are not responsible for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or Act of God, which may cause the Premises to be temporarily closed or the hire to be interrupted or cancelled.

End of each hire session

- 36 The Hirer must fully vacate the Premises by the time agreed in the Application.
- 37 Any property brought into the Premises for any reason arising out of the hire session or otherwise, must be removed at the end of each hire. The Owners shall not be responsible for any property left behind in any event.

- 38 The Hirer must not store any property on the Premises, except to the extent agreed in advance and in writing by the Owners. Where permission is granted, this is not intended to confer exclusive possession on the Hirer and no tenancy of the Premises is intended to be created. The Owners reserve the right to relocate stored goods at any time and for any reason.
- 39 The Hirer must at the end of each hire session return any borrowed or hired items, equipment and furniture to their original location.
- 40 The Hirer must at the end of each hire session ensure that the Premises are left in a clean, orderly and smoke free state. Failure to adequately clean the Premises and remove all rubbish arising from the hire may result in an additional charge for cleaning.
- 41 The Hirer must at the end of each hire session ensure that all lights and appliances are turned off and that the Premises are left securely locked (which for the avoidance of doubt includes the locking of all doors and windows).

Termination of hiring agreement

- 42 The Owners reserve the right to cancel any hire on giving not less than the Notice Period specified in the Application (except in the event of emergencies when less notice than the Notice Period may be given) and to cancel the hire at any time in the event of any material breach of the Conditions.
- 43 The Hirer must give the Notice Period specified in the Application to the Owners of any cancellation of the hire, otherwise the applicable Hire Charge(s) will be payable.
- 44 Service of such cancellation notices is sufficient if it is in writing or by email to the Hirer or to the United Church Dorchester.
- 45 The hiring agreement terminates on the specified End Date unless terminated earlier.
- 46 The Hirer must return any keys or keycards to the Premises which have been issued at the earliest opportunity following the end of the hiring agreement. A written receipt for the keys or keycards must be obtained.

UNITED CHURCH DORCHESTER

RULES AND REGULATIONS FOR HIRING CHURCH PREMISES ('the Rules and Regulations')

- 1 These Rules and Regulations are supplementary to the Conditions of Hiring Church Premises as set out in 1.5 of the Conditions.
- 2 The letting fee will include lighting and heating (when applicable) and the use of the kitchenette facilities and basic crockery where they are installed in the room hired. The hirer will be responsible for providing tea towels and tablecloths.
- 3 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.
- 4 Payments of the letting fee must be made to the Church Administrator ten days before the letting becomes effective.
- 5 It will be the responsibility of the hirer to make arrangements for access to the premises in consultation with the Church Administrator.
- 6 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.
- 7 At the end of each letting, it will be the responsibility of the hirer to ensure that: all windows in the hired room(s) are closed and any curtains, closed during the hire, are left open. Similarly, all lights in the hired room(s) and in adjacent passages and toilets must be turned off. 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.
- 8 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.
- 9 The hirer shall report all breakages to the Church Administrator and be financially responsible for the cost of replacement.
- 10 No intoxicants shall be brought onto or consumed on the premises.
- 11 No notices, posters etc. may be displayed outside or inside the premises without the consent of the Church Administrator.
- 12 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.

- 13 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.
- 14 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.
- 15 Doors must not be wedged or propped open (a fire regulation). The double doors to the hall have automatic release catches installed and can be held open by pushing the doors against the magnetic catches and released by pressing the switch inside the hall.
- 16 The hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
- 17 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.
- 18 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.
- 19 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 inspection.
- 20 When the kitchen is hired, the coffee machines and dishwasher are not available for use. Users must follow the instructions supplied for equipment included in the hire and comply with food hygiene regulations.
- 21 When the PA system in the church is hired, the charge will include the provision of a trained operator by the church.
- 22 Although the Church reserves the right to cancel a booking, we will only use this right in the case of an unforeseeable requirement.
- 23 A booking is not confirmed until an email, confirming the booking, is received from the Church Administrator.

Passed by email consultation: In favour: SJ, PC, HB, CG, RB, JH, CI, GD (verbal); Reported in September CoS meeting