

St. Andrew's United Reformed Church, Monkseaton
Terms and Conditions of Hiring

1. The Hirer shall pay a booking fee in accordance with the current scale of charges. In the case of a single hiring, payment must be in advance. For multiple hirings payment arrangements must be agreed in advance. (Cheques to be payable to '**St. Andrew's URC**'.)
 2. The Church reserves the right to cancel hirings if rooms are needed for Church activities or for other reasons. In those cases, the Church will give at least 24 hours' notice (except in an emergency) and will offer alternative accommodation if it is available. Any payment made in respect of a hiring cancelled by the Church will be refunded.
 3. If the Hirer cancels a booking, giving at least 7 days notice to the Hall Letting Secretary, the Church will make a refund of the payment made in respect of that hiring.
 4. The Hirer must immediately report any damage caused to the premises, chattels or equipment therein and shall indemnify the Church in respect of any such damage and for any loss or injury to any person on or in the precincts of the Church premises caused by the Hirer or any person using the premises under the auspices of the Hirer.
 5. The Hirer shall be fully insured in respect of any claims and legal proceedings that might arise out of any matters referred to in item 4 and shall produce evidence of such insurance if requested.
 6. The Church will not be liable for any damage to, theft or loss of, any equipment or personal belongings brought on to the premises under this hiring. The Hirer shall familiarise themselves, and comply, with the health, safety and fire policies of St. Andrew's URC and the requirements thereof. A copy is displayed on the notice board in the corridor. The Hirer shall familiarise themselves with the positions of fire extinguishers in the Church, Corridor, Reception, Stage area of Main Hall and Kitchen together with the fire blanket in the Kitchen.
 7. The hirer confirms that it is fully aware of the principles contained in the Home Office Code of Practice "SAFE FROM HARM" and undertakes to adopt the recommended practice in all work with children and young people under the age of 16. (Copy available on request for reading and return.)
 8. The Hirer shall not use the premises for purposes other than those specified in this agreement without authorisation by the Church, and shall in any case ensure that none of its activities cause a nuisance or offence to members of the Church or any persons living in neighbouring properties including hindering access to driveways.
 9. The Church does not warrant that the premises are necessarily suitable for the specified purpose. At the Hirer's expense it shall be the Hirer's responsibility to obtain any necessary licences or permissions.
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10. The Hirer shall be responsible for appointing a "door-keeper" to ensure the premises are kept secure during the period of hire. Outer doors shall be locked at all times except when a "doorkeeper" is on duty near the entrance.
 11. The Hirer shall leave the premises in a clean, tidy and secure state and shall not, without first obtaining permission from the Church, leave any goods on the property. Any crockery used shall be washed and replaced in the cupboards. Toilets must be left clean and flushed. Large quantities of rubbish shall be placed immediately in the bins in the yard outside the Kitchen. Recyclable materials to be put into recycling bin which is also situated in the yard outside the kitchen.
 12. Where keys are supplied, no copies shall be made without permission of the Church. Key holders are responsible for opening and closing of the premises.
 13. If the Hirer's activity is in the Main Hall, please note the following:

- i) 60 chairs shall be stacked in 3's across the back of the hall.
 - ii) 2 small tables shall be located in the hall.
14. The Church reserves a right of access to the premises at all times and the use of any rooms not booked and paid for by the Hirer, but will aim to exercise this right reasonably and with as little disruption as possible.
15. The Hirer shall be responsible for the efficient supervision of the premises, the control of any children, the decent behaviour of anyone using the premises under this hiring, and orderly and safe evacuation in the case of emergency.
16. The Hirer shall not make any alteration to the premises or their decoration or affix anything to the walls without first obtaining permission from the Church.
17. The Hirer shall not bring on to the premises any noxious or dangerous articles without first obtaining permission from the Church or any animals other than those trained to assist disabled persons
18. On vacating the premises, all appliances and lights shall be switched off and all taps in Kitchen and Toilets turned off. All fire doors and external doors shall be closed and locked.
19. In the event of a breach by the Hirer of these terms and conditions, the Church may in its absolute discretion immediately cancel all hiring's by that Hirer, without refund, but the Hirer shall continue to be bound by its duties to the Church under this agreement.

Amenities and Facilities

1. There is a full range of catering equipment available in the kitchen.
2. The double sink has both hot and cold water for all catering work including the washing of dishes. A single sink is in the cleaner's room for all non-catering work.
3. The dishwasher may be used for larger amounts of dishes (minimum 25 cups and saucers) Please follow instructions beside the appliance.
4. A boiler is situated in the kitchen but should be switched on 30 minutes before it is required. Please follow instructions beside the appliance and remember to switch it off. Kettles are available for boiling small quantities of water.
5. The servery in the reception area, which may be used for making tea and coffee, has a water boiler which is on permanently; please do not switch this off. Everything required for the tea and coffee making is in the adjacent cupboards.
6. Table and chairs - a range are available. Large folding tables are stored behind the apron curtain, under the stage in the main hall. If moved for use they must all be cleaned and returned to their original positions at the end of the meeting ready for the next user.
7. Small tables are available in the store room in the passage. Please clean and return them after use.
8. There is a Pay phone available in the cloakroom beside the main entrance.
9. Wheel-chair access is available via the reception entrance and also via the Woodleigh Rd. entrance. Care must be taken to avoid obstructing access to any part of the buildings, at any time.
10. A hard of hearing 'loop' system is available in some of the rooms as shown on the booking form as well as a sound amplification system in the main hall.

Provision of Wi Fi Access

1. The Church is pleased to provide free Wi Fi access to Hirers. Access is provided at the sole discretion of the Church. No warranty of service availability is implied and the Church is not liable for any damages, loss or claims resulting from a lack of Wi Fi availability or quality of the service provided.
2. A password is required to access the service. This can be obtained by contacting the Hall Letting Secretary.
3. You agree not to use the Church wireless network for any purpose that is unlawful or otherwise prohibited and that you are fully responsible for your use. Additionally, you agree not to violate any copyright laws or engage in any offensive behavior including, but not limited to, defamation, theft, fraud, harassment or access to and dissemination of "adult material." In consideration for your access to the Church wireless network, you agree to indemnify the Church from all damages, loss or claims which arise from your use thereof.

Revised September 2014