

Harlington Baptist Church Hall

Hall Hire - CONDITIONS OF HIRE

Updated: 1 May 2008



Harlington Baptist Church Hall:

1. The agreed fee for the use of the accommodation must be paid at the time of admission. A deposit of £100.00 must be paid on making the booking and will be refunded within seven days after the hiring unless there has been any damage to the accommodation or the church halls furniture and equipment for which the Hirer is responsible, in which case the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The hirer is responsible for all damage (other than fair wear and tear) to the accommodation or any of the hall fixtures and fittings or equipment.
3. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
4. After use the accommodation must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out, water, gas and electric turned off and all doors and windows properly secured.
5. The hirer must ensure, during the use of the accommodation, that no person smokes, that there are no gambling activities and that no alcohol is supplied or consumed on the premises.
6. The hirer must not leave any equipment, furniture, or articles of any kind in the accommodation unless by prior written agreement from the church who reserves the right to charge a separate fee for the provision of any such specific and agreed storage facilities.
7. The hirer agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the Hirer accepts responsibility for any claims for which the church is not responsible.
8. The hirer has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation. General: 020 8759 9583, Emergency: 0782 444 1506 or by post to Harlington Baptist Church, Buildings and Grounds, 323 High Street, Harlington, Middlesex, UB3 5DG
9. The hirer will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
10. The hirer will comply with all Fire Safety procedures. Article 11 specified in the Regulatory Reform (Fire Safety) Order 2005 states that an appropriate system for effective planning, organisation, control, monitoring and review of the preventive and protective measures for fire safety must be in place for your organisation and if your organisation has 5 or more employees or, a licence is in force under another enactment, then you must record those arrangements. Organisations must also comply with Articles 15/19/21 to establish and implement when necessary appropriate procedures in case of fire. You must nominate a sufficient number of competent persons to implement those procedures in relation to the evacuation. Once you have established this plan it should form the basis of staff training, which should be consolidated by fire drills. It would be prudent to record these activities to evidence compliance with these articles. The church provides a basic fire emergency plan posted throughout the hall. The hall provides the necessary fire fighting equipment, signage and fire detection equipment.

Harlington Baptist Church

High Street
Harlington
Middlesex
UB3 5DG
United Kingdom

Harlington Baptist Church Hall

266 High Street
Harlington
Middlesex
UB3 5DD

Harlington Baptist Manse

323 High Street
Harlington
Middlesex
UB3 5DG

020 8759 9583

www.HarlingtonBaptist.org.uk

11. The hirer must recognise that all fire precautions must be strictly complied with at all times. These are posted in the appropriate places in the hall.
12. Where premises are to be used by children, the hirer agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.
13. The Hirer must vacate the premises as agreed at the time of hire, and a penalty charge of £10.00 will be made for each 10-minute period after the agreed time of departure and there is no overnight parking in the car park.
14. All rubbish must be removed from the vicinity of the premises unless otherwise arranged with the church.
15. Hirers are responsible for considering the local residents when parking and moving vehicles, and are requested to minimise noise nuisance while on the premises and when leaving the accommodation.
16. The accommodation does not have public telephones. A public telephone is situated in the High Street at the south end of the Green. There is a phone in the hall kitchen for 999 emergency calls.
17. The Hirer may not use flammable, explosives, illegal or dangerous substances in or near the accommodation.
18. The Hirer is responsible for the Health and Safety as well as for the good behaviour of all persons in attendance, for the full duration of the letting and until the premises is vacated. Children must always be supervised by an adult.
19. If the Hirer wishes to use the accommodation for entertainment purposes; including music and entertainment, application must be made for the hall at least 4 weeks prior to the event for approval by the church management committee. Approval will be on condition of an appropriate Entertainment License being obtained and produced by the hirer.
20. In the event of a serious accident, crime, injury or loss, the hirer must notify the church booking secretary as soon as possible, and within 24 hours on 0208 8759 9583.
21. Hirers may request a long-term lease that will be reviewed every three-months. Cancellation by a lease holder must be made in writing providing 1 months notice. Failure to comply will result in the initial deposit being forfeited. All long-term leases will require payment 1 month in advance. Cancellation by the church management committee will be notified at least 2 weeks prior to the agreed dates where possible and the initial deposit will be refunded in full, subject to any damage to the accommodation or the church's furniture and equipment for which the hirer is responsible. The church management committee accepts no responsibility for any compensation for such a decision. The church management reserves the right to enter the building any time.
22. The hirer may not sub-let to any other individual, organisation or group.
23. Hirer must have Public Liability Insurance Cover of £2 million prior to entering the accommodations.
24. A cleaning fee of £25.00 may be deducted from the deposit if the hall is not left in a proper condition after each event.
25. Equipment stored in cupboards and drawers are property of Harlington Baptist Church and are not for hirer's use unless receiving written permission from the church.
26. Long term hall users may be issued with keys upon receipt of the £100.00 deposit.
27. Contact details of at least 1 further representative of the hirer will be required before keys can be issued. No copies of keys may be made without the proper agreement from the church. In the event the keys are lost the church must be notified immediately. The hirer will be charged to change the locks and issue new keys.
28. Food may be served in the hall and multipurpose room but not on the first floor.

Hirer's Signature: _____ **Print Name:** _____ **Date:** _____

Organisation: _____