



PREMISES HIRE – TERMS AND CONDITIONS

This is an agreement between the Hirer and St John's Church, Beckenham ("St John's") for the hire of an agreed space at the premises of St John's ("the Hire Space") for an agreed period ("the Hire Period").

1. GENERAL

- When hiring space at St John's Church, please ensure you **allow enough time for set up and clearing away within the Hire Period.** The Hirer is only authorised to be in the Hire Space during the Hire Period
- St John's reserves the right to alter or cancel a booking if the Hire Space is required for reasons beyond its control (e.g. Polling Station, local or national emergency) and will give as much notice as possible to the Hirer of such alteration/cancellation and where necessary refund or credit the booking
- The Hirer shall indemnify St John's against all liabilities, losses, damages and costs that St John's may suffer or incur as a result of the Hirer's use of the Hire Space. St John's will not be responsible for any loss or damage incurred during the use of the Hire Space or within the car park

2. HIRE FEES, PAYMENT & CANCELLATION

One- off bookings:-

- Full payment online will be required at time of booking
- A security deposit* of £100 for large hall and £150 for middle hall or café space is required in advance before the keys are collected (*this deposit is fully refundable provided the Hirer has complied with all Terms & Conditions)
- **If a hirer needs to cancel a booking, this must be done in writing a minimum of 14 days in advance of the booking. In this instance an administration fee of £50 will be retained by St John's.**



Regular hall hirers:

- Payment will be required monthly in advance upon receipt of the booking confirmation charges via Church Suite
- **If a hirer needs to cancel a hall hire session the hirer must give notice in writing of any cancellations for the preceding month up to the 15th day of that month (e.g for a cancellation during the month of February the office must be notified in writing by 15th January)**
- All other cancellations will be charged for except when the Hire Space is deemed unfit for purpose (e.g when extreme temperatures make it unsafe for a fitness class to go ahead) then the booking will be cancelled and credited against the following month's booking charges

3. KITCHEN FACILITIES

- Children must not be allowed into the kitchens at any times
- The Hirer must familiarise themselves with where the appropriate fire equipment is located
- The Hirer must adhere to food safety and hygiene standards ensuring all equipment and surfaces are carefully cleaned after use

Large Hall:

- The Hirer is permitted to use the kettle, microwave, fridge/freezer, crockery/cutlery in the cupboards

Middle Hall/Cafe Space:

- The Hirer is **not** permitted to use the dishwasher
- The Hirer is permitted to use the microwave, kettle and crockery/cutlery
- The Hirer is **not** permitted to use the main fridge/freezer or oven without express permission from the Church office



4. THE HIRER'S RESPONSIBILITIES

Before the Hire Period the Hirer shall:

- Carry out a Risk Assessment to identify any hazards that may cause a risk for the proposed users of the Hire Space
- Collect the keys for the Hire Space from the church office

During the Hire Period the Hirer shall:

- **Not smoke** or permit smoking **anywhere on site**
- **Not** consume or permit the consumption of alcohol in the Hired Space (except as expressly permitted by the church office)
- **Not park or drive on any grassed area**
- **Not** park on the concrete pathway adjacent to the church leading to the church office - this is for use by emergency vehicles only
- **Not** park on the hatched area - if parking on the road, do so with consideration for St John's neighbours
- Take all due care in the use of the Hire Space to avoid any accidents, damage or fire risks
- **Ensure that noise is kept to a reasonable level so as not to cause a nuisance to St John's neighbours and amplified music is turned off by 9pm Monday - Saturday and 6pm on a Sunday**

At the end of the Hire Period the Hirer shall:

- Leave the Hire Space in the same condition as it was at the start of the Hire period
- **Remove all rubbish** from the Hire Space (including kitchen bins if used) and **place non-recyclable rubbish in the large wheelie bins in the bin store in the car park ONLY**- if the wheelie bins are full, the Hirer must take all rubbish away and dispose of it responsibly
- The Hirer **must remove all recyclable rubbish** (paper, glass, plastic) **off site**. We have no facilities for recycling on site.
- Ensure that all doors and windows are closed and that all doors for which the Hirer has keys are locked
- Ensure that all lights and electrical equipment are turned off (other than those identified as needing to be left on e.g. freezer/fridge)
- Report any problems, defects or damage to the Church office
- Return the keys to the secure letter box outside the Church office



5. EMERGENCY PROCEDURES

FIRE

- In the event of a fire the Hirer shall evacuate the Hire Space (please remember to check toilets), assemble in the car park and call 999 immediately and ask for Fire Brigade stating: "Fire at St. John's Church, 251 Eden Park Avenue, Beckenham, BR3 3JN."*
- The Hirer takes responsibility for evacuating the Hire Space and alerting any other obvious users on other parts of the Church site to also evacuate

FIRST AID EMERGENCY

- Dial 999 immediately stating same location details as above*
- There is a defibrillator on site outside the middle hall building. To activate it please use the code printed on the outer casing and follow the instructions given

6. SAFEGUARDING POLICY

- If the Hirer will be using the Hire Space for any purpose involving children and/or vulnerable adults, the Hirer is responsible for having in place a Safeguarding Policy and complying with such policy