

CONDITIONS OF HIRING

1. A deposit of £50.00 is required at the time of booking which will be refunded at the end of the hiring period, unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and 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. Invoice will be sent with confirmation of booking and payment is required within 28 days of the date of invoice.
3. The User 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 User will keep the church indemnified against any claims for which the church is not responsible.
4. Where premises are to be used by children, the User must comply with the Government's guidelines set out in the document 'Safe from Harm'.
5. Where applicable, All Users are required to have their own public liability insurance. A copy of which must be given to Newbury Baptist Church prior to the hiring taking place.
6. The period of hire will start at the commencement of any use and finish at the end of the clearing up.
7. **Do not** use the room before the time you have booked it.
8. Except in special circumstances, functions cannot be booked to finish later than 11.00 pm.
9. **CAR PARKING The car park has an ANPR control system therefore permitted Users must ensure they are registered prior to parking their car failure to do so will incur a Parking Charge Notice (PCN). Visitors will be able to enter their registration numbers into the consul situated inside the Church and/or Church Hall.** Hiring of the buildings does not guarantee parking for the user or those attending Users' event. The User must ensure that during their use of the buildings no attendees park outside of the marked bays or outside of the set period of hire.
10. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
11. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
12. All damage must be reported to the church office as soon as is possible.
13. 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.
14. The church may be entitled at any time on giving reasonable notice to the User require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building
15. The hirer shall ensure that the premises with all the equipment used are left as found - clean and tidy, surfaces clear and any furniture used put away All bins must be emptied and placed in the GRUNDON wheelie bin by Morton Hall.
16. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol or drugs are supplied or consumed.
17. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
18. The User 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.
19. The User 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.
20. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
21. The maximum capacities of the premises shall not be exceeded.
22. The fire exits shall not at any time be blocked or impeded.
23. Nothing shall be attached or fastened to the fabric of the building without permission.
24. The refrigerators in the kitchen are not for general use unless special arrangements have been made.
25. You are reminded that Newbury Baptist Church accepts no responsibility for any belongings or equipment brought into the buildings for your function.
26. The Church does not condone the display of illegal advertisements and will cooperate with the Authorities in any investigation which could lead to the prosecution of the hirer as a result of the display of any such advertisements. The premises may not be re-let to any person or persons who are responsible for the display of unauthorised advertisements.
27. Access to be agreed at time of booking.