Tolworth

Corner of Elgar and Raeburn Avenues, SURBITON KT5 9JR

Conditions of Hire

Tolworth United Reformed Church seeks to make its' premises and facilities available to a wide range of individuals and groups for hire; this includes parts of the building which are used regularly for the Church's Christian work and witness. Accordingly, hirers are asked to respect the Christian ethos and basis reflected in the Church's premises, fittings and furnishings.

1. Each organisation must tidy the area hired after use, leaving it in a presentable state, and any chairs, tables or equipment used must be stacked or put away as found. The kitchen must be left in a clean condition and any crockery etc. used must be washed and put in the cupboards. The kitchens must not be used for any other purpose than for the preparation and serving of food and drink.

2. Breakages must be replaced, and any damage caused must be reported to the Halls Lettings Officer and paid for by the organisation concerned.

3. Organisations must vacate the premises as soon as possible after the session, in the evening this should be 10.30pm at the latest. Please ensure that all lights and gas cookers are switched off and doors and windows closed when you vacate the premises.

4. Alcoholic drinks must not be taken onto or consumed on the premises without the written permission of the Elders' Meeting. Any application must be made through the Church Secretary.

5. Lettings must be paid for on a monthly basis payable in advance by cheque made payable to Tolworth United Reformed Church.

6. Smoking on the premises is prohibited by law. Chewing gum and the use of illegal substances are not allowed anywhere on the premises or grounds.

7. No halls are available during August. No bookings are accepted for Saturday evenings or all day Sunday.

8. Fire precautions pertaining to the premises must be observed (see notices displayed in hall notice boards).

9. First Aid facilities are in both Elgar and Raeburn kitchens.

10. In the case of any injury to you or your members, details must be recorded in the Accident Book available with the First Aid box in the Elgar Hall kitchen.

11. The Church shall not be liable for any loss incurred to the Hirer as a result of any event happening rendering the premises unfit for use or which may cause the premises to be closed or the Hiring to be interrupted or cancelled.

12. The Church will be under no liability in any respect for any damage or theft or loss of any equipment or personal belongings whatsoever brought on to the premises by the Hirer or any persons enjoying the use of the premises for the purpose of the booking.

13. The Hirer must agree to insure with a reputable insurance company against any injury or damage caused to or by the Hirer or his/her helpers, agents, pupils, members or their friends whilst upon the Church premises and to indemnify the Church against any claims or demands in respect thereof.

14. The Hirer shall, during the booking period be responsible for the efficient supervision of the premises including the effective control of children and the orderly and safe admission and departure of persons to and from the premises in the case of emergency.

15. The Hirer shall not leave any goods or apparatus on the property unless authorised by the Church.

16. A letting may be terminated if the conditions are not strictly complied with.

17. All leaders and helpers of any organisation involving children and young people must **have their own** Safeguarding Policy which reflects the policy of the Church. For reference, see Church Website for Policy *(Community - Children and Youth).*

18**.** Lost property – Items left on the premises will be stored for one month. If unclaimed, they will be disposed of thereafter to a charity shop.

19. The hirer is responsible for obtaining permission for the use of copyright materials and for all applicable fees. The hirer must also apply for any necessary performance licences.

I have read the conditions of Hire and agree to abide by them.

Signed……………………………………………………………. Date…………………………………………………….