

UNITED REFORMED CHURCH FARNHAM
South Street, Farnham, Surrey, GU9 7QU

TERMS AND CONDITIONS OF HIRE OF ROOMS

1. The rooms are part of the Church premises. It is the responsibility of the hirer to ensure that those using the premises under their organised activity behave appropriately. All children must be in the control of a responsible adult at all times.

2. Normally written confirmation of bookings is required. For single or occasional bookings payment is required in advance. For regular bookings payment is by arrangement with the Church Administrator. At least 3 weeks notice of cancellation of a booking must be given to the Church Administrator, otherwise a charge of half the full fee will be made. Cancellations made at less than seven days notice will be liable for the full fee. Normally bookings can only be taken for a minimum of 2 hours, lesser times only at the discretion of the Church Administrator.

3. Generally access to the Church rooms is via the entrance in Victoria Road, unless otherwise advised. The Church Administrator will advise on arrangements for unlocking the entrance. **To keep security, this door MUST be kept locked on the latch unless a person is in attendance to prevent unauthorised entrance. Continued abuse of this requirement may result in bookings being terminated.**

4. No more than one banner, poster, or placard may be displayed outside the Church but within the curtilage of the Church's grounds, and only for the duration of the hire, to advertise the event where required. Any such item should display the name of the organisation or business. If, in the opinion of Church Officers, any outside display adversely affects the Church, then the Church reserves the right to require the display to be amended or removed, or to amend or remove the same itself if the hirer cannot be found or refuses to amend or remove the display as requested. Any hirer wishing to display goods outside the Church buildings, but within the Church grounds, must negotiate this beforehand through the Church Administrator.

5. No material, decoration, posters, or any other display should be attached to anywhere in the building. All posters etc. should be left for Church officers to display.

6. Smoking is not permitted in any part of the premises. Any smoking outside should not be so close to the doors as to obstruct access, and cigarette ends should not litter the premises.

7. **Consumption of spirits is not permitted on the premises in any circumstances.** The Church does not have a licence for the sale of alcohol. In the hirer wishes to provide or sell alcohol this must be declared at the time of booking. Any sale of alcohol, including within ticket price, donations, etc., must be licensed, and the hirer is responsible for obtaining a Temporary Event Notice from Waverley Borough Council and producing the same to Church officers. The intention to obtain a T.E.N. must be notified to the Church in advance, as the number of such T.E.N.s is limited, and we must balance availability for Church and all users.

8. The Church is licensed for the performance of live music. Performance of plays or recorded music may require an additional licence from Waverley Borough Council, which hirers must obtain at their expense and produce the same to Church officers.

9. For any events involving live or recorded music, hirers are responsible for any infringement of copyright.

10. There is a small parking bay in Victoria Road. *If space permits*, this may be used for **delivery or collection** only **but NOT for parking.** The rear space must always be left clear, even when loading/unloading, for Church use. Use of the parking bay is at the Hirer's risk and the Church accepts no liability for damage, loss or theft from vehicles using the bay. There are several pay and display public car parks within easy reach. **Continued misuse of the parking bay may result in bookings being terminated.**

11. Chairs and tables are normally provided in the rooms. Hirers are responsible for setting up and clearing away tables and chairs.

12. Hirers must take all rubbish away with them and may not leave rubbish in the Church bins.

13. Hirers should book the rooms for the whole time they require access, including setting up and clearing away, and must leave the rooms clean and tidy. All lights must be turned off and doors and windows closed to conserve energy. If there are no other persons in the building and hirers have been given keys, they should lock the door using both keys and either drop the keys through the letter box on Victoria Road or return them to the office the following working day between 9.30am and 11.30am.

14. Use of the kitchen for making teas and coffees is included, but a charge is made for cooking meals etc. Hire of the kitchen does not guarantee exclusive use, as other hirers may need to make use of the facility. If using the kitchen when the Small Hall is in use by others, hirers are asked to be considerate in keeping noise levels down in the kitchen. The kitchen must be left clean and tidy and, if used, the cooker should be left clean otherwise the hirer may be required to pay a charge for cleaning. The hatch shutters between the kitchen and Small Hall, and the kitchen door should always be left closed. No children should be allowed in the kitchen unless accompanied by a responsible adult and children under five years of age are not allowed in the kitchen at all. The door to the kitchen must be kept closed when the kitchen is unoccupied. Hirers must ensure that food hygiene legislation is adhered to using the correct food preparation boards as indicated on the colour coding, that all surfaces are clean, everything used is washed and put away, and no food or drink is left behind.

15. The Church is a "Fairtrade Church". As such we strongly encourage all hirers to use only Fairtrade tea, coffee and sugar. Regular hirers may only store tea/coffee both by arrangement and if it is Fairtrade, although the Church takes no responsibility for any items stored on the premises. Church officers can advise on Fairtrade if needed.

16. There are pianos in the Small Hall and Large Hall, and these can be used for appropriate activities by hirers. The Grand Piano and the Organ in the Sanctuary can only be used by bona fide musicians, and with the prior agreement of the Church Administrator.

17. The Church has Public Liability insurance for the building and for Church activities, but the Church accepts no liability whatsoever for any injury, accident or death to any person, or any loss or damage to property, except through the Church's negligence or wilful neglect. The Church draws to the attention of hirers that our insurance does not cover the activities of hirers, and indemnity may be sought by the Church and/or our Insurers where damage, injury, or death is caused by the negligence of the hirer or anyone using the rooms by permission of the hirer. Hirers are required to have appropriate insurance in place to cover their particular activity and public liability arising from that.

18. Hirers are asked to pay particular attention to safety. The following safety information is brought to Hirers' attention:

- Signs showing fire exits and escape routes are displayed in appropriate places in the Church and are shown on the attached plan.
- Fire exits and routes must be kept clear at all times.
- In the event of a fire, please activate one of the fire alarms by pressing firmly to the glass to break the cover, evacuate the building and call the emergency services.
- Emergency lighting is provided but in the event of a power failure it may still be difficult to negotiate stairs to find fire exits in the dark and you may wish to have torches available in case of emergency.
- Emergency telephones, from which 999 calls may be made, are situated in the back kitchen and Spire Coffee Bar, where First Aid kits are also available. Please inform the Church Administrator if any items from the kits are used.
- In the event of an emergency causing major damage to the Church premises (e.g. fire, flood), please inform the Minister (01252 711359) or Church Secretary (01252 781759).
- For public events in the Sanctuary, such as concerts, both glass front doors must always be unlocked when the event is open to the public, and both baize doors must also be unlocked for emergency escape.
- The Large Hall street door should be unlocked during all meetings, for emergency escape.
- The Victoria Road door must never be double locked from the inside, nor the snib put on the yale lock (preventing key holders entering), as the door is an emergency exit, and Church Officers may require legitimate access at all times.

All doors must be securely locked at the end of the event. All hirers should familiarise themselves with fire escape routes, and a fire exit announcement should be made at the start of all meetings open to the public. This is especially important at concerts in the sanctuary. Appropriate forms of words are with the attached plan.

19. Furniture in Sanctuary may be moved for concerts, plays, etc. but it must be treated with the respect due to items used for the worship of God, and must be put back where it came from.

20. There is a loop system, microphone, and loud speaker in both the Large and Small Halls, and Church officers can advise upon the use of this if needed. These are also available in the Sanctuary, but the sound system there is more complex, and those wishing to use it for their meeting must be trained in its operation first.

21. Hirers are liable for the full cost of repair or replacement resulting from any damage that is caused during their hire of the premises. All incidents must be reported to the Church Administrator.

22. For all activities involving under-18s, we require the Hirer to comply with the Children Act 1989 and current Home Office guidance, and to have an appropriate child protection policy in place, and to undertake CRB checks where necessary.

23. Whilst the Church will respect all longstanding bookings, we reserve the right to ask you to move to another suitable room, if necessary, to allow appropriate use of the premises. However, we will not charge any extra if the room to which we move you is normally more expensive.

24. The Church reserves the right to request to see any child protection policy, insurance documents, licences, and/or anything else relevant to establish the bona fides of the hirer. Whilst the Church will respect the privacy of your booking, we reserve the right to enter the room without notice in the event of a serious concern.

25. Regular users may store some equipment on the premises, at their own risk, but only with the permission and prior agreement of the Church Administrator and the Safety Officer.

26. Where a key is lent, either on a one-off or longer term basis, it may only be used for the rooms and times booked. It may not be copied, or loaned to anyone else under any circumstances whatsoever. All keys must be returned immediately upon request. Regular hirers may be loaned keys upon payment of a deposit. Any lost keys will incur a charge for replacement, and the hirer may be responsible for the cost of changing locks if this is deemed necessary.

27. Hirers may only use the room(s) which they have booked, and may not use any other rooms, even if are empty. In the event of a dispute the bookings recorded in the diary will be the final arbiter at any given time.

28. The Church reserves the right to cancel or terminate any booking at short or no notice, in the event of any breach of these terms and conditions.

These terms and conditions replace all previous terms and conditions in their entirety, and hirers will be deemed to have accepted them upon receipt by signing a copy and returning to the Church Administrator.

Signed..... Name:

For organisation: Date:

Church Administrator:

Mrs. Annette Savill

Telephone: 0845 310 2426

e-mail: office@farnhamurc.org.uk

June 2012

FIRE EXIT ANNOUNCEMENTS

Small Hall

In the unlikely event of a fire, please leave quietly and calmly into the corridor, and escape through the Victoria Road door, where most of you probably came in. Should there be a fire at that end of the premises, please leave quietly and calmly along the corridor, following the Fire Exit signs, and escape through the Large Hall.

Studio

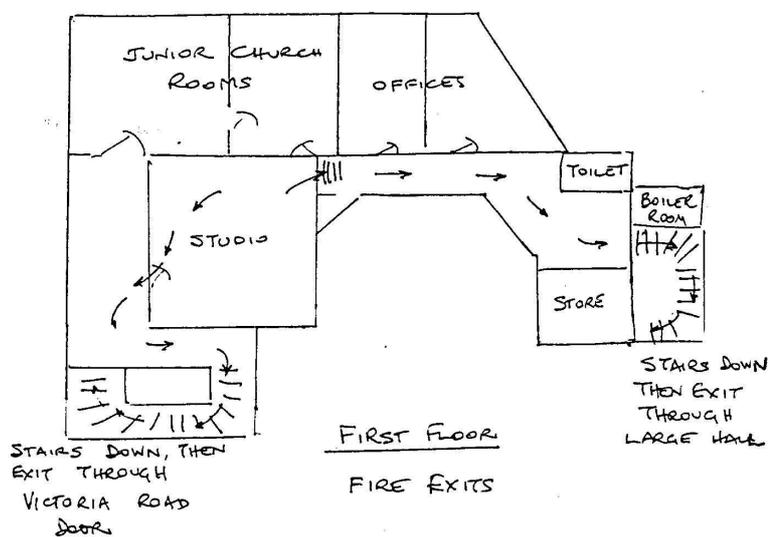
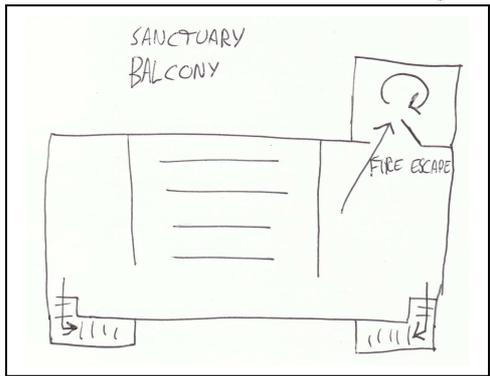
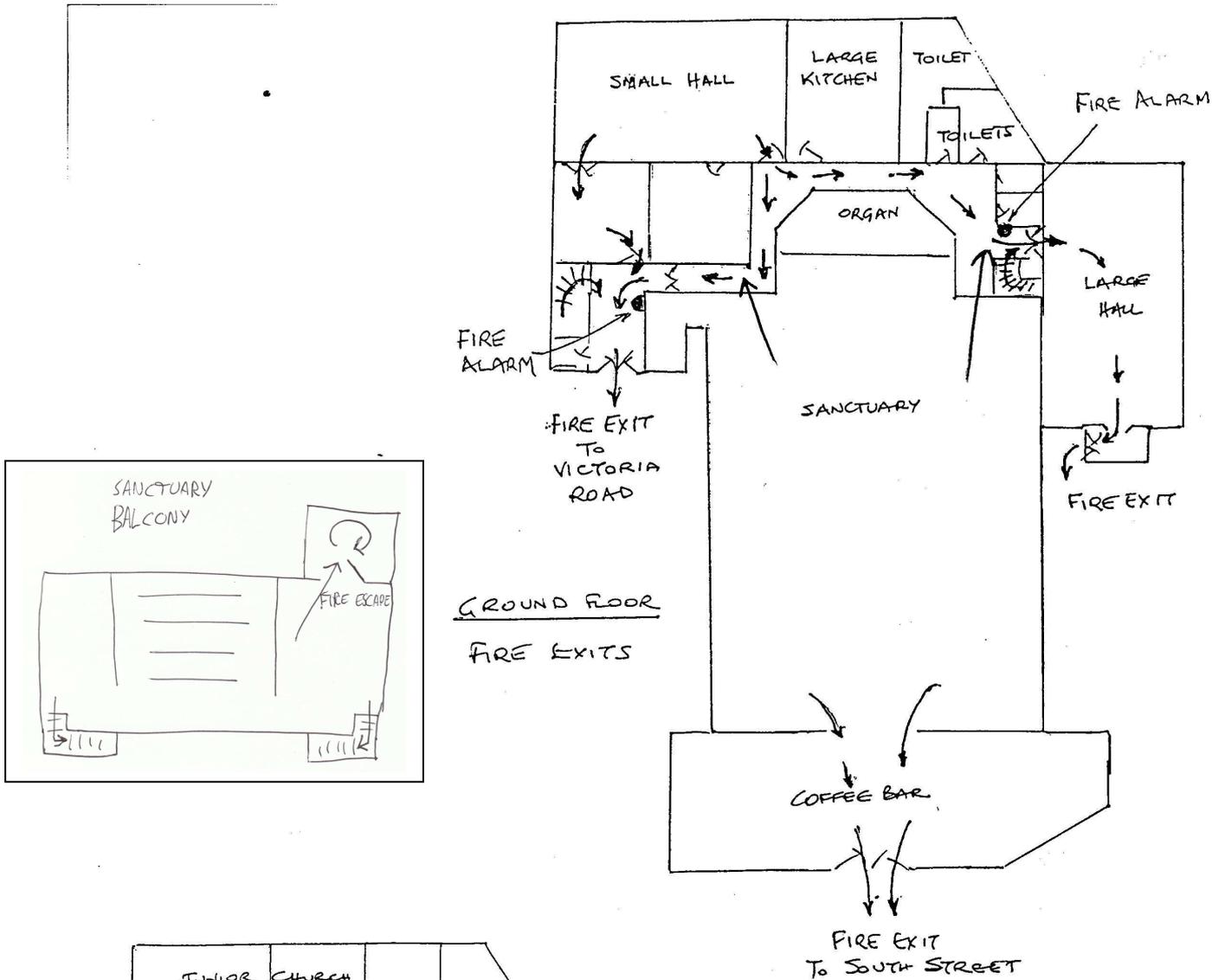
In the unlikely event of a fire, please leave quietly and calmly down the stairs and through the Victoria Road door, where most of you probably came in. Should there be a fire at that end of the premises, please leave the room through the door on the other side, and down the other staircase, following Fire Exit signs, and escape through the Large Hall.

Large Hall

In the unlikely event of a fire, please leave quietly and calmly through the door at the back, which opens directly onto the street. Should there be a fire at that end of the premises, please leave quietly and calmly through the doors at this end of the hall, and follow the Fire Exit signs to escape through the Victoria Road entrance.

Sanctuary

In the unlikely event of a fire, please leave quietly and calmly through the foyer and glass doors into the street, where most of you probably came in. Should there be a fire at that end of the premises, please leave quietly and calmly through the baize doors on both sides of the Church, which are unlocked, and follow the Fire Exit signs to escape through the Large Hall or the Victoria Road entrance. If you're on the balcony, then there is a fire escape at the back on your left hand side, which leads directly outside.



FARNHAM URC

FIRE EXITS