

LEE GREEN UNITED REFORMED CHURCH

Conditions to be observed by Hirers of the Church Halls

- 1 Any damage caused to the premises, furniture, fittings, grounds or other church property shall be made good by the Hirer. The Church shall be the sole judge of the damage and the cost of repair and/or replacement.
- 2 If the use of the kitchen is required, it must be booked in advance. The sole use of the kitchen cannot be arranged. The kitchen and cooking equipment must be left clean and tidy. **All bottles, tins and bulky refuse must be removed from the premises by the Hirer and not placed in church rubbish bins.**
- 3 The Hirer shall leave the premises in a clean and tidy condition at the end of each period of hiring.
- 4 The Hirer shall be responsible for all insurance in respect of the use of the premises regarding both property and persons. The Church accepts no responsibility for any property brought onto the premises by the Hirer.
- 5 **NO INTOXICATING DRINK SHALL BE BROUGHT ONTO THE PREMISES.**
- 6 **NO SMOKING IS PERMITTED ON THE PREMISES.**
- 7 The playing of music or the reproduction thereof by any means which would interfere with the meetings in any other part of the church premises or cause annoyance to nearby residents or passers-by is not permitted.
- 8 No copyright work shall be performed without the licence, where appropriate, of the holder of the copyright. The hirer shall indemnify the church against any infringement of copyright which may occur during the letting.
- 9 No additional lights or extensions from the existing lights or any electrical equipment shall be used without permission of the Lettings Secretary.
- 10 No decorations, pictures, notices or the like shall be affixed to any part of the premises. On no account shall inflammable, dangerous or noxious materials be used for decoration or any other purpose.
- 11 No advertisement or notice shall be displayed without the consent of the Lettings Secretary, and only then on a notice board specifically designated for the use of the Hirer.
- 12 The Hirer shall 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.
- 13 The Hirer shall be responsible for the safety of the premises and the preservation of good order and decency therein. Fire exit doors must be kept unlocked, unobstructed and

immediately available for exit during the whole time the premises are in use, and no obstruction shall be placed or be allowed to remain on any corridor or driveway giving access to the building.

14 The Church, in the person of the Minister, the Lettings Secretary or their authorised representative reserve the right to refuse admission, and refuse the right of access to the premises at all times.

15 Hiring of the halls does not guarantee access to the Church forecourt for parking. The Hirer shall be responsible for ensuring that access to the forecourt is not blocked, and that reserved spaces are kept clear. THIS GIVES NO RIGHT TO USE THE FORECOURT AT ANY OTHER TIME.

16 Sessions are booked at an hourly rate, and THE PERIOD BOOKED MUST INCLUDE THE TIME NEEDED FOR SETTING UP AND CLEARING AWAY. The premises must be vacated no later than the time booked ON PENALTY OF INCURRING A FURTHER FEE. The premises must be vacated no later than 23:00.

17 The fee for a single hiring is due when the booking is confirmed by the return of the booking form, duly signed by the Hirer, to the Lettings Secretary. In the case of multiple bookings, a monthly account will be rendered. Cheques should be made payable to LEE GREEN UNITED REFORMED CHURCH. If a receipt is required, an S.A.E. must be enclosed.

18 The booking fee will not be refunded for a hiring cancelled within twenty-one (21) days of the due date. Multiple bookings may be cancelled subject to notice of twenty-one (21) days being given on either side

19 In the event of any of these conditions being contravened or disregarded, the Church, in the person of the Minister, the Lettings Secretary or their authorised representative reserve the right to cancel any booking without notice.

20 These conditions supersede any previous conditions or agreements on the part of the Church or the Hirer.

LEE GREEN UNITED REFORMED CHURCH
111-113 BURNT ASH ROAD
LONDON, SE12 8RA