 

Contact Details: peacebytheseawhitstable@yahoo.com

 info@churchoftheholyspiritwhitstable.com

 Annie Maxwell 07708172809

**Conditions of Hire**

**1.** **Space Offered**

Two Rooms are available for hire together or separately, which are the main hall, and the smaller

room (known as the Sanctuary). In addition, there is a small kitchen and toilet.

Hire includes use of the kitchen, including use of crockery etc for making beverages and light

Refreshments. You will need to provide your own tea/coffee etc. We ask for items used to be left in the condition found.

**2. Insurance**

All individuals or groups, whether hiring the rooms regularly or ad hoc, must take out their own public liability insurance if they are commercial or trading under their own name.

Private individuals or groups hiring the rooms are covered for public liability under a hirer’s indemnity cover extension to the Church’s insurance policy.

Church of the Holy Spirit groups have public liability insurance as part of the Church’s insurance policy.

**3. Keys**

A front door key will be provided for any regular bookings, the groups facilitator will need to sign for this responsibility in line with the Church of the Holy Spirit keyholder policy.

**4. Responsible person**

Hirers must nominate a responsible person who will take responsibility for all that happens

during the hire. For regular users, one person must be named who will be present on each

occasion of the booking. The responsible person will be responsible for the key, opening up,

turning the heating on and off, locking up, tidying up and leaving it in the condition they found it. They must also facilitate in line with the Fire Safety policy of the church.

**5. Damage**

All damage, however caused, should be reported and where appropriate a charge will be made.

Please do not simply replace what is damaged.

Please report immediately to the church using the above contact details, if the condition of any of the rooms on arrival is unacceptable.

**6. Smoking**

There is a no smoking policy within the building of the church, however smoking is permitted in the garden area where ashtrays are provided. It is the responsibility of the facilitator of their individual groups to make sure that all cigarettes are extinguished and ashtrays are emptied into the landfill wheelie bin, located next to the main gate at the end of their session.

**7. Alcohol**

Alcohol may be bought in and consumed on the church premises, but may not be sold as we do not have a license for this.

**8. Safety**

All accidents other than minor ones must be recorded in the accident book.

Users must familiarise themselves with the positions of fire extinguishers and First Aid Kit.

All group facilitators should be aware that they are responsible in case of a fire and need to take the appropriate action.

**9. Electricity**

The church has an up to date Safety Electrical Certificate, however it is the responsibility of the group facilitator to make sure that any electrical equipment they bring and use on the premises is regularly risk assessed.

**10. Child Protection**

The church does not facilitate any groups involving minors. If you wish to hire the premises for purposes that do involve minors, it is the hirer’s responsibility to ensure that all adults involved with children have the appropriate current DBS clearance.

**11. Consideration for others**

The church is located in a residential area, so please ensure that you event does not create

excessive noise. Please ensure your guests to leave quietly at the close of your event.

Before leaving please ensure that:

● All rooms clean and tidy.

● Tables are wiped clean and returned to the cupboard. The chairs are stacked or left as you found them.

● The kitchen is clean and all items are put away.

● All rubbish is placed in the wheelie bin by the main gate.

● The heating is off.

● All windows are shut.

● The doors are locked and the building is secure.

**12 Hire Costs**

The hire cost for the church is £10 per hour for weekly guests. Any other bookings will be charged at £10 per hour with an additional ‘setup and pack away’ cost of an additional 30 mins. (plus £5). The charge for the hire of the Sanctuary is £5 per hour. All payments are due in advance of events.

**13 Storage.**

There are storage facilities for smallish items such as paperwork/tea, coffee, sugar and biscuits for example. These are not secure, so please do leave any items of value.

**14 Comments**

Any comments regarding your hire should be addressed to the Annie Maxwell on the above contact details.

If we can help your function be more successful please let us know.

**Contract of Hire**

**I agree to hire the Church/Sanctuary (please delete as appropriate) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(please specify day/times), at a cost of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on a weekly/ad hoc basis (please specify).**

**I have also read and agree to adhere to the above conditions of hire.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payments are due one week prior to booking. Regular weekly bookings are to be paid 4 weeks in advance.**

**Please pay direct to:**

**Lloyds Bank**

**Sort Code 30 99 61**

**Account No 00252398**

**Or in cash to Annie Maxwell, Trustee to the Church of the Holy Spirit.**

**Please print and sign or ask for a printed copy at the church.**