

Public Liability	The Hirer will indemnify the Owners against any loss, damage, claim or expense, however arising, caused or occasioned during the Hirer's use of the Premises. The Hirer must have their own adequate public liability insurance to cover their use of the Premises. A certificate must be produced to the Church Administrator before the hire.
Safety	The Church building, road and car park are used by others including children. The Hirer must recognise this in the way they use the Premises and in any risk assessment that is carried out. The Hirer will comply with all statutory requirements with regard to Health and Safety in all aspects of their activities. The Hirer shall be responsible during the hire to ensure that all Fire Exit doors on the Premises are kept unobstructed the whole time the Premises are in use. No obstruction should be placed in corridors or prevent access to Fire Exit doors. Fire fighting equipment must remain in their proper places. The Hirer must ensure that they and all attendees are acquainted with the Fire Instructions and also the location of the First Aid Kit. The Hirer must comply with the notification arrangements in the event of an accident or emergency.
Child and Vulnerable Adult Protection	Children under the age of 16 may only be on the premises when under the direct supervision of an adult who may be: a) The parent or guardian b) An appointed Leader c) A person over 18 acting in loco parentis for the parent. Where children and vulnerable adults are present the Hirer must comply with the Church's Child Protection/Vulnerable Adults Policy.
Alcohol/ Drugs	The consumption of alcohol is prohibited on the Premises Non prescribed drugs or the sale of alcohol on the Premises is prohibited.
Gambling, Betting and Lotteries.	Not permitted on the premises.
Supervision	The Hirer (or a Nominated Responsible Person) must be in charge of the event and present throughout the hire period.
Electrical	It is the Hirer's responsibility to ensure that any electrical appliances brought onto the premises are electrically safe. The Owners reserve the right to ask for certificates. No additional lights, extension leads, audio/video equipment to be used unless installed and used by a suitably qualified persons and agreed in advance by the Owners.
Music	The playing of music not to cause annoyance to the nearby residents and must finish by 10.00pm on Saturday/Sunday and 10.30pm Monday – Friday. The Hirer must ensure that any necessary licences for the use of any pre-recorded sound or video materials are obtained and will take full responsibility for any claims arising from the use of such materials. The use of the Church's Audio/Video equipment is prohibited except by special arrangement.
Decorations	No decorations are to be affixed to any part of the premises which may be inflammable or made of dangerous materials. No bolts, screws, pins, nails, adhesive tape are to be used on woodwork, fittings, walls ceilings or floors. Only white tack is permitted.
Security	All lights must be switched off, windows and doors closed when the Premises are vacated.
Damage	The Hirer shall be responsible for any damage caused to the Premises including fixtures, fittings, furniture and equipment and for the behaviour of any person invited onto the Premises by the Hirer. Any damage must be paid for by Hirer.
Condition on departure	The Premises, furniture, cooking and other equipment must be left clean and tidy in the locations at the commencement of the Hire. All rubbish is to be removed by the Hirer. Failure to leave the premises clean or remove rubbish, may result in the loss of deposit.
Smoking	Is not permitted on the Premises.
Use	The Premises shall be used by the Hirer only for the use specified in the Application. Transfer or subletting is not permitted under any circumstances. The Premises can only be used during the following hours. Weekdays: 6.30am – 11.00pm, Weekends: 6.30am – 10.30pm
Animals	No animals shall be permitted on the Premises except trained assistance dogs and by special arrangement with the Owners
Hirer's Property	Any equipment brought onto the Premises will be at the Hirer's risk and must be unloaded, positioned and removed during the period of hire unless specifically otherwise agreed by the Owners. The Owners will not be responsible for any loss or damage to the Hirer's property.
Publicity	No reference to St Andrews Baptist Church is to be made in any title, name or published material of the Hirer except for an address. No posters or notices visible outside the Premises shall be displayed without the prior approval of the Owners (in the case of long term hire internal notices may be allowed with the express permission of the Owners who reserve the right to remove at any time).
Hire Period	The contracted hire period will be as shown on the Application or as amended by the signed Booking Confirmation. Unless other arrangements are made beforehand a steward will expect to lock up the Rooms promptly at the end of the Hire Period. An overrun of time beyond that booked may incur a surcharge. The Steward will check the condition the Hired Rooms have been left in and will lock the Premises.
Environmental	The Hirer shall comply with the Environmental policies of the Owners.
Nuisance/ Disturbance	The Hirer is responsible for using these facilities, road and car park in a co-operative manner and must not cause obstruction, disturbance, noise or damage.
Notification	If the Hirer becomes aware of any damage, defects or shortcomings at the Premises, these should be reported to your Contact as soon as possible.
Payment	The full agreed amount must be paid in full at least seven days prior to the Hire. The deposit will be returned approximately seven working days providing all conditions have been met and a cash deposit was made. Deposit payments by BACS and Cheque will take up to one month to be returned.
Cancellations	If the Hirer cancels their hire within one week of the booking, the Owners reserve the right to keep the deposit. Any monies paid that are being returned can take up to one month to be paid back.

The Owners reserve the right to terminate the Hire at any time without refund and / or withhold the Deposit in the event of breach of any of these conditions by the Hirer. For extended bookings the Owners reserve the right to transfer the Hired rooms to a different location or cancel on a particular date in the event of an urgent and unexpected church requirement.

St Andrews Baptist Church (STABC) wishes to be open and welcoming to the local community. However no lettings should be permitted to any organisation or individual who will use the Church Premises for any purpose which would hinder or compromise the ethical stance of the Church. STABC reserves the right to refuse any application for hire without giving a reason.

Signed Hirer: _____
Printed Name Hirer: _____

Date: _____
Office: _____