

Westergate Methodist Church – Terms and Conditions of Hall Hire

1. Enquiries for Hire booking
To make an enquiry and confirm availability please contact the Church Senior Steward.
2. The purpose for which the premises are to be used must be clearly stated when the booking is made. We expect those that hire the premises to respect the Christian ethos of the Church.
3. Your use of the church premises is subject to the constraints of English Law, to the general requirements of The Methodist Church, and to the conditions imposed by the Church Council as managing trustees.
4. Only those facilities booked in advance will be available. No access to any other part of the premises other than the facilities booked is allowed, apart from the toilets and means of entry and departure.
5. Westergate Methodist Church reserves the right to refuse a booking without notice or to cancel a hiring agreement at any time before or during the term of the agreement upon giving seven days notice in writing.
6. The minister and authorised church representatives reserve right of entry to all parts of the Church premises at any time.
7. **SECURITY** - You are expected to take all reasonable precautions to ensure the security of the building and its contents.
Valuables. You should take note, and warn all other users, that money and valuables should never be left unattended in any part of the building. Those using the premises are advised to take care of their valuables and personal belongings: Westergate Methodist Church accepts no responsibility for any items lost, mislaid or stolen.
Keys - Key-holders are expected to keep their key(s) safely. They should only be lent to authorised persons and additional copies should not be cut. If additional or replacement keys are required these should be requested from the church officers.
8. **HEALTH & SAFETY.** You are responsible for the safety of your group/activity and have a duty of reasonable care. This includes being familiar with current Health & Safety Law, taking all reasonable steps to avoid foreseeable risks and being vigilant in looking out for hazards which should be reported. You must comply with all statutory and regulatory requirements with regard to Health and Safety for all activities. You are responsible for carrying out your own risk assessment for the activity you are undertaking.
Personal Injury You should ensure that there is adequate first aid cover for your activity/ event. A basic first aid kit can be found in the church kitchen. This is provided for you to use at your own risk.
9. **REPORTING DEFECTS AND ACCIDENTS.** You are expected to report all damage, defects or accidents occurring on the premises. There is an accident report book in the church kitchen and you are required to report all injuries to people by an entry in this book, also to advise a church officer of the accident. If you discover a hazard or situation which

you feel could cause an accident this should be reported, immediately, to one of the church officers. Circumstances which make the premises less pleasant or convenient than is desirable should be similarly reported. If there is anything which you can do to prevent an accident you are expected to take action to do so.

Cost of breakage - You are expected to report any damage or breakage, resulting from your use of the premises, and to pay the cost of repair or replacement.

10. **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS** - Any event/ activity which involves contact with children and vulnerable persons must be in keeping with Government regulations, Home Office guidelines and with the Methodist Church's safeguarding policy. All users of the premises must be aware of this as there may be other groups on the premises.

In accepting these Conditions of Hire, you are also confirming that you have never been convicted or cautioned concerning a sexual offence against children or young people. Children and/or vulnerable adults must be supervised at all times by responsible adults, both within the building and outside.

11. **RISK ASSESSMENT** - In compliance with legislation and Methodist Church insurance, hirers are responsible for doing a risk assessment of their use of the hired accommodation and to keep a written copy of the findings, Should you find hazards arising from our premises, please notify us so that action can be taken.

12. **DUTY OF REASONABLE CARE** - All users of the premises are expected to be familiar with current Health and Safety Law, to take all reasonable steps to avoid foreseeable risks and to be vigilant in looking out for hazards.

Priority in emergencies - The church puts the safety of any occupants of the premises much higher than the protection of property. Evacuation should be the first priority in any emergency and the second should be to call the Emergency Services. No one should take risks fighting fires and extinguishers are provided only for use on really small fires.

Emergency Exits - While the building is occupied by groups of people there must be proper provision for them to get out in an emergency. To this end, the door by which they entered must be left unlocked throughout the period of occupation. All fire doors and exits to the premises must be kept clear at all times.

There is an additional emergency exit on the rear car-park side of the building, which may be opened by pushing the "Fire bar". **If you are a key-holder who is locking up, you are expected to see that all exit doors have not been left unsecured.**

13. **ELECTRICAL SAFETY** - Great care must be taken when using electrical equipment on the premises. Permission should be sought before bringing power tools, heaters, cookers and lighting equipment onto the premises. The safety of your equipment is your responsibility and we recommend that all appliances are regularly tested by a qualified electrician. Coiled extension leads, worn flexes and items with guards which do not meet current British Standards are not acceptable.

14. **HAZARDOUS SUBSTANCES** - Inflammable, volatile and toxic substances should not be brought onto the premises without prior permission of a church officer.

15. **STORAGE OF FOODSTUFFS** - Because of the risk of vermin, all foodstuffs must be stored in closed tins or jars, labelled with the owner's name. Any spillage of food or beverages must be cleaned up before leaving the premises.
16. **TIDINESS** - You are expected to ensure that the premises, including the toilets, are left in a condition which will be acceptable to the next users. Rubbish should not be left on the kitchen floor. If you have too much to go in the bin provided, it should be taken away for disposal elsewhere. Any spillage or mess should be cleaned up. If you or your organization sets up furniture for your use it must be replaced as you found it unless you are instructed to the contrary.
17. **ON LEAVING** – You must ensure that all doors and windows are left secure, all heaters and lights are switched off, and the access door is left locked, unless instructed otherwise.
18. **KITCHEN HYGIENE** - The kitchen is a protected area for preparing food only. You may use it to prepare beverages and food by arrangement at the time of booking. Every effort should be made to avoid contamination of the worktops by not placing large cartons, shopping bags, handbags or garments on them and by use of the sanitizing spray when appropriate. Further guidance will be provided on request.
19. **SMOKING** - Smoking is not permitted on the premises.
20. **ALCOHOL** - It is a strict rule of the Methodist Church that no alcoholic drinks may be brought onto the premises. This ban includes wines and beers described as "Low alcohol".
21. **GAMBLING** - In general The Methodist Church is opposed to gambling. You should not sell raffle tickets or operate a Tombola on the church premises unless you have obtained express permission to do so, for each occasion.
22. **SALE OF GOODS** – If selling goods on the premises, all users shall comply with Fair Trading Laws and all Codes of Practice used in connection with such sales.
23. **CHURCH ACTIVITIES** - You are reminded that certain essential church functions have to take precedence over other activities. Special services, such as funerals, may be arranged at short notice. Sunday has a special significance and you are asked to consult the officers of the church before arranging any events or activities on that day.
24. **STORAGE** - You may only store items on the premises if space has been specifically allocated to you. Unauthorised items will be removed without warning. It is the policy of the church not to store unsold items from one sale to the next.
25. **INSURANCE** - Approved Church groups/events are covered under the Church's insurance policy. The Church's insurance policy does not cover the activities of outside groups who use the premises on a regular basis. These groups are required to have their own insurance which must provide Public Liability cover for not less than £1,000,000. Evidence of insurance will be requested when new bookings are being set up. You are also advised to consider having your own insurance to protect your group members and property.

Occasional users may be covered by the Church's policy.

26. **CANCELLATION POLICY** - If you need to cancel a booking, notice should be given in WRITING at least two weeks before the booked date(s).

In this document, the terms "Users" and "You" refer to the individuals, groups or organisations who make use of the church premises for meetings or other activities. "The church premises" refers to the building known as Westergate Methodist Church, Westergate Street, West Sussex, PO20 3RH. "The Methodist Church" means the Methodist Church in Great Britain. "The Church" and "The Church Council" refers to the Church Council of Westergate Methodist Church, the members of which are the managing trustees of the premises.