

Hire Agreement | Terms & Conditions

Christ Church Kensington, Victoria Road, W8 5RQ

This agreement is made between Christ Church Kensington and the hirer.

The person named in the Hire Agreement is responsible for ensuring that the following conditions of room hire at Christ Church Kensington are complied with in all respects:

- The hirer will enter into a Hiring Agreement with the Parochial Church Council of Christ Church Kensington, hereafter referred to as CCK.
- CCK regards the safe care and protection of children and vulnerable adults as of the utmost importance. Groups that hire or use the church premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults within their care.

By proceeding with this booking, the hirer is confirming the conditions of hire below. Please read them carefully, not reading these instructions could result in a loss of your deposit.

1. A deposit of £200 is required, in addition to the hiring charge. This will be refunded if the terms of the hire agreement have been met. In the event of any breach of the conditions CCK will retain all or such part of the deposit as is necessary to cover the damages or inconvenience it has suffered.
2. Booking is confirmed upon:
 - i. receipt of a completed and signed hire agreement form; and
 - ii. payment of the deposit.
3. Full hire charges must be paid within 14 days of receipt of the invoice.
4. Cancellations made 28 days before the event will receive a full refund. Only the deposit will be refunded for cancellations made after this point. For any booking made within 28 days of the event, full payment is required at the time of booking. If cancelled at any time, hire charges are non-refundable. The deposit remains refundable subject to hiring terms.
5. On rare occasions it may be necessary for CCK to cancel or relocate a booking (for example, in the event of a funeral service taking place in the building). As much notice as possible will be given. If cancelled, the hire charge (including deposit) will be refunded in full.
6. There will be no refund (except the deposit) for no-shows, unless in exceptional circumstances.
7. If the hirer attempts to proceed with the event without payment having been received, the hirer may be asked to leave the building with immediate effect.
8. During the period of hiring the hirer shall be responsible for obtaining any local authority or other licences necessary for the booking.
9. During the period of hiring the hirer is responsible for the supervision and security of the premises, and the protection of the fabric and contents from damage.
10. The hirer is responsible for ensuring the space hired is left clean and tidy. The hirer can use the wheelie bins provided, but if the rubbish does not fit, the rubbish must be taken away with them.
11. The hirer will compensate CCK for any damage, breakages or theft caused to any contents within the church building, the building itself (including fittings, fixtures and appliances), or to the belongings of the hirer or any other person or organisation during the period of hire or as a result of any breach of this agreement.
12. During the period of hiring, the hirer accepts full responsibility, for and to CCK, against all costs arising from injuries to any person using the premises, except such as may be caused by the negligence of CCK.
13. The hirer shall be responsible for obtaining adequate insurance against any third party claims which may lay against the hirer or the hirer's organisation whilst using the premises.
14. The hirer must collect the key from the Ministry Support Coordinator, at which point they will also receive a briefing on use of the building. They will be asked to sign a document to indicate that they have received and understood the briefing.
15. The hirer may also visit the building in advance to assess suitability for the purpose for which it is to be hired.
16. During the period of hiring, the hirer shall ensure that CCK staff have access to all areas hired.
17. The hirer shall ensure that the fire apparatus of the premises are not interfered with in any way; and that all persons using the premises are aware of the site of fire appliances and emergency exits.
18. The hirer shall complete the hire agreement with the precise details of the nature of the function for which the premises are being used and the names of any organisation(s), group(s) or individuals(s) who may participate in and benefit from the hiring of the premises (either directly or indirectly) at least 7 days prior to the event. If this information is not forthcoming CCK will refuse/cancel the booking. In

the event of any breach of the above conditions, misstatement in the hiring application or material omission in connection with the hiring application, the hire of the hall/room in CCK may be cancelled without prior notice at the absolute discretion of CCK. Any charges paid will be forfeited.

19. The hirer shall take proper steps to control admittance of invited guests only, and to ensure there is no intrusion or hindrance to any other event or function taking place elsewhere in CCK.

20. The hirer shall keep the amount of noise or other disturbance to an acceptably low level, including during arrivals and departures, so as not to cause nuisance or inconvenience to building users in other areas of CCK or to the neighbouring properties. No loud music is to be played after 9pm.

21. The hirer shall ensure that no smoking or taking of illegal drugs, including all poisonous, dangerous or addictive substances, is allowed in any part of CCK.

22. The hirer may serve alcohol but must not under any circumstances sell alcohol on the premises. Excessive drinking of alcohol is not permitted.

23. No public announcement of any function proposed to be held in the church shall be made until a booking for hire of the premises has been confirmed by CCK. No signs, notices, posters or banners shall be displayed on the inside or outside of the building. All publicity shall bear the name, contact address and telephone number of the hirer. A copy of the programme/advertising material must be attached to the hire agreement.

24. The hirer will ensure that time for setting up and clearing away the event is included within the times that the premises are hired. This must be adhered to in order to accommodate other building users unless prior consent and detailed arrangements have been made in advance.

25. CCK cannot receive deliveries on the hirers behalf.

26. CCK reserves the right to allow the hire of other areas of the church building during the period of hire and to allow the common use of the entrance lobby and toilets.

27. The hirer shall not use confetti or rose petals, glitter, rice and helium balloons inside the church building.

28. CCK welcomes people of all faiths and none, but reserves the right not to allow activities within church premises that are egregious to its charitable aims.

29. The hirer shall not permit unseemly behaviour that would be damaging to the mission or witness of CCK, or material or language that is abusive in general to others, or that is blasphemous or idolatrous. The hirer shall do nothing in or near or in relation to CCK that is calculated to, or does, bring the name of the church into disrepute.

30. During the period of hire, the hirer shall read in advance the PCC's safeguarding policy and agree to adhere to its recommendations in relation to their work with children, young people and vulnerable adults.

31. During the period of hire the hirer will adhere to the Christ Church Kensington Fire Procedure, recognising that they are the Incident Coordinator during the period of hire.

32. If the hirer fails to adhere to these Terms & Conditions and the Rules below, the church reserves the right to suspend or terminate the agreement, or take any action that seems appropriate in line with the agreement.

RULES FOR USING THE BUILDING

- Ensure that at all times someone is manning the front door if it is to be left open. Only allow people involved in your event to come into the building.
- Read and obey any safety notices that are displayed.
- Report to CCK any accidents that occur during the period of hire (roselle@christchurchkensington.com). There are first aid kits in both kitchens (upstairs and downstairs).
- Do not use or move the pianos and sound desks unless agreed otherwise.
- Put back all equipment, tables and chairs where they were taken from.
- Only use the room that you have hired.
- Treat the building and its contents with respect.
- Do not use any equipment or food without prior permission.
- If you use a kitchen, this must be left clean, including surfaces, with all crockery and cutlery washed and put away.
- Empty all bins and take the contents to the wheelie bins outside.
- Sweep or Hoover where necessary.
- Report any breakages, damage, or non-operation of facilities to us (roselle@christchurchkensington.com).
- Check that the building is left clean and tidy at the end, using the checklist below.
- When leaving, turn off all the lights and ensure the front doors are securely locked.

CHECKLIST

Take all food home (unless otherwise agreed)

Wipe kitchen surfaces if used with the spray provided

Ensure all taps are turned off (kitchen and bathrooms)

Ensure loos have been flushed

Empty bins (including bathrooms, if full)

Replace bin bags (kitchen: under sink; bathroom: cleaning cupboard)

Take bin bags out to wheelie bins

Stack blue chairs in 6s facing the wall under the TV in the Charles Madden room

Return folding chairs to the front of church

Return tables to the cupboard they came from

Bolt the vestibule door

Turn off all lights (the bathroom and stair lights turn off automatically)

Check both glass front doors are properly shut

Bolt the wooden door top and bottom

Post key into the green post box (unless otherwise agreed)