



Trinity United Reformed Church

London Road, High Wycombe, Bucks HP11 1BJ
Church office answerphone 01494 520365

Website: www.trinity-urc.org.uk
Lettings team: 01494 440965

Hire Terms and Conditions

This agreement is made between Trinity United Reformed Church (Trinity URC) and

_____ (the Hirer) acting by:

Name:	
Address:	
E-mail:	
Phone:	

for hire of the _____ Room(s) on the following days/dates _____
between the hours of _____ (time) and _____ (time)
including time for setting up and clearing away

No other rooms may be used without prior permission, for which an additional fee may be payable. The Hirer and persons attending the Hirer's event may use such corridors as are necessary for access to the Room(s) together with the toilets, all of which may from time to time also be in use by other people on the Premises.

Provisional bookings may be made by email or telephone but must be confirmed by signature of these Terms and Conditions of Hire within 7 days of the provisional booking, together with the agreed fee. No charge is made for the hirer's cancellation of a 'one off' booking made more than 4 weeks prior to the hire date. Hirer's cancellations of 'one off' bookings made less than 4 weeks prior to the hire date will incur a 25% cancellation fee, unless mitigating circumstances are accepted.

1) **Termination and notice period**

Trinity URC reserves the right to refuse or terminate any use or hire of the premises without explanation. Under normal circumstances either party must give three months' notice in writing of intention to cancel a regular hiring agreement.

2) **Rescheduling at short notice**

It may be necessary at short notice to ask the Hirer to cancel or reschedule a hire period. Trinity URC reserves this right and when possible alternative accommodation at Trinity will be made available.

3) **Fees and payment**

The agreed fee for the use of premises must be paid in advance.

4) **Times of access**

Hirers are only permitted on the premises during the agreed hiring period; any other access must be agreed in advance with the Lettings Team.

5) **Use of premises**

The premises and any additional equipment hired must only be used by the Hirer, and for the specific purpose as agreed. *Note: the piano in Crendon Hall does not belong to Trinity URC and is not available for use.*



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6) **Electrical equipment**

The Hirer may **not** bring any electrical equipment or appliances into Trinity for use unless agreed and PAT-tested previously. Any untested equipment found during Trinity's testing will be tested and a charge may be levied. If Trinity finds any electrical equipment deemed to be unsafe it will be removed from use immediately and the owner identified if possible. If the owner cannot be identified the item will be removed from the building.

7) **Fixings and notices**

No material, decoration or other articles shall be fixed, nailed or screwed to any wall, ceiling, doors or furniture of the building without the prior agreement of the Lettings Team. If, in the Lettings Team's opinion, the premises are not left in a clean and tidy condition, or any fixtures or fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand. Other temporary notices being displayed during an event must not be stuck to the walls with Sellotape or Blu-tack and windows must not be obscured by notices.

A notice board is provided in the side entrance corridor and Crendon Hall entrance corridor on which (if space is available) the Hirer may display no more than the equivalent of one or/ two A4 sheets whose content is acceptable to the Church.

8) **Condition of premises upon departure**

The premises must be left in the same condition as they were found, and chairs, tables and other equipment must be returned to their original place, unless your booking has explicitly included this in your booking charge. The Hirer must ensure that fire exits are kept clear.

The Hirer must ensure that when leaving the premises all doors and windows are properly closed and secure, and that all taps, lights and electrical equipment used are turned off.

9) **Kitchen**

If the kitchen is hired then the Hirer must ensure food hygiene legislation is adhered to. All surfaces must be cleaned after use. No food is to be left in the kitchen after use. Temporary storage space in the fridge cannot be assumed and must be requested and agreed beforehand.

Hirers using church tea towels and tablecloths may do so as long as they are **TAKEN AWAY, LAUNDERED and RETURNED** within a week.

10) **Food on the premises**

If the Hirer wishes to bring food onto the premises for consumption, prior written permission must be obtained from the Lettings Team.

11) **Heating**

Heating of premises is the responsibility of Trinity URC. Hirers must not attempt to vary the settings of heaters. The use of supplementary heating is not permitted.

12) **Keys**

Should keys be loaned to Hirers they remain the property of Trinity URC. Under **NO CIRCUMSTANCES** will the Hirer duplicate any keys or allow them to be used by any person not approved by the Lettings Team. If keys are loaned they shall be returned promptly at the end of the hiring as per agreed arrangements.

13) **No smoking**

In line with national legislation (Smoking Ban) a no smoking policy exists in all areas of the building and must be adhered to; for more information regarding Hirers' responsibilities visit <http://www.smokefreeengland.co.uk>



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14) **Misuse of drugs or intoxicating substances**

Trinity URC also does not accept the misuse of drugs or other intoxicating substances on the premises and asks any Hirer to adopt the same policy within its use of church property.

15) **Alcohol**

No alcohol may be sold or consumed on the premises without the written approval of Trinity URC. Trinity URC is not licensed for the sale of alcohol and where permission for the sale of alcohol is granted by Trinity URC the Hirer is responsible for obtaining any such licence as required by law.

16) **Gambling, betting and lottery**

No betting, gaming or lotteries are permitted without the written approval of Trinity URC. Any such licences as required in law must be gained by the Hirer.

17) **Liability and indemnity – Trinity URC and Hirer**

Except in the case of our negligence or wilful default Trinity URC accepts no liability for death or personal injury to any persons attending any activities within Trinity URC as a hired premise, or for any loss or damage to any property belonging to such persons. Hirers should obtain their own insurance to cover all liabilities including public liability and for their own equipment. The Hirer will keep Trinity URC indemnified against any claims for which it is responsible and must be able to show evidence of having a third party insurance policy. This is particularly relevant to organisations, churches and anyone running events that are open to the public. Hirers should conduct their own risk assessments. Trinity does not assess each hirer's activity in detail and remains the responsibility of the hirer.

18) **Fire action**

Trinity URC has conducted risk assessments for fire evacuation and reminds all Hirers that whilst there is some smoke detection and fire-fighting equipment any Hirer is responsible for:

- Evacuating the building and calling both the fire brigade and the designated Trinity person, as per the Fire Action signs, when the alarm sounds
- Ensuring they do not conduct any activity that may cause a false alarm on any of the sensors. False activations may incur a charge to the hirer.
- Conducting their own assessment regarding the needs of the people attending with them, including evacuation drills, in compliance with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring they are fully aware of the procedure for exiting the building and assembly points

In no circumstances may a smoke machine be permitted.

19) **Personal injury or accident**

In the event of personal injury or accident, Hirers must record this in the Accident Book located on the nearest noticeboard (Crendon Hall entrance lobby, or west (side) entrance noticeboard) and notify the Lettings Team immediately. First aid kits are available in the Crendon Hall, Kitchen and Lower School Room and any items used must be noted in the Accident Book.

20) **Music and noise levels**

Any music or other noise must be kept at a reasonable level and must be finished by the agreed time under the hire agreement.



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21) **Entertainment licence**

It is the Hirer's responsibility to obtain any entertainment licence that may be required, or any licence for the showing film scenes of 30 seconds or more, or a whole film. However, Trinity URC's PRS licence does cover Hirers for the playing of live or recorded music.

22) **Time limits**

Hire agreements will not extend past 23:00 hours Sunday – Thursday, or 23:30 hours Friday and Saturday, or the time stated within the hire agreement. The booking period is inclusive of the Hirer setting up, clearing up and vacating the premises. Please remember that other Hirers and/or cleaners may need access immediately after your session. Overstays of up to 20 minutes may incur an extra half hour's hire charge; overstays of 20-40 minutes may incur an extra hour's hire charge.

23) **Refuse and recycling**

Please adhere to the Refuse & Recycling Policy displayed around the building.

24) **Working with children or vulnerable adults**

Hirers working with children, young people under the age of 18 years, and vulnerable adults, are required to agree to comply with The Children Act (1989) and the principles of the Home Office Document 'Safe from Harm' (as outlined in the URC document 'Good Practice Guide' or the Hirer's own policy document) or any future legislation regarding volunteers or employers.

25) **Emergencies**

In case of an emergency arising out of the use of premises please contact the Lettings Team on 01494 440965 or refer to signs around the building.

In cases of extreme emergencies (fire, criminal act) the emergency services should be contacted in the normal way and the Lettings Team informed as soon as possible.

26) **Breach of terms and conditions**

These terms and conditions are designed to protect both the Hirer and Trinity URC. **Please ensure they are adhered to.** Any breach may result in termination of the hire agreement without notice.

Signed:	
Date:	