



Terms and Conditions - Use of Methodist Premises by Third Parties

1. Use of the premises at Highcliffe Methodist Church does not give or confer any permanent or temporary right of occupation and at all times the full premises are fully retained, controlled and managed by the Managing Trustees of Highcliffe Methodist Church hereafter referred to as the Church.
2. These terms and conditions apply to all Hirers hereafter referred to as the User. Continued use of the premises by the User confirms agreement to these Terms and Conditions, the current copy of which can be seen on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk. Any specific updates or amendments to the Terms and Conditions will be notified in writing/email to the User.
3. The Hire Agreement for each individual or organisation specifies the part of the premises, the fee, for what use the premises will be hired, the dates and the times and any specific terms for the User. The Hire Agreement, once agreed, may only be amended with the written permission of Highcliffe Methodist Church.
4. Fees and payment conditions are, current at the date of the actual use of the Church, the exact fee and terms of payment can be seen in the 'Payments' document on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk. Changes to these rates will be notified in writing/email to the User with a minimum of one-month notice.
5. Keys to the premises are, at all times, the property of the Church, keys must be signed for and retained by the individual representing the User who signs for them. No copies of keys can be made and labels that identify the key with the premises should not be used. Keys must be returned at the conclusion of the Hire Agreement.
6. The User will undertake and be fully responsible for the Safeguarding of children, young people or vulnerable adults who attend their activities.
7. It is the responsibility of the User to make themselves and those of their group familiar with the actions to be taken, including the location of emergency exits and gathering point, in the event of a fire or the need for an emergency evacuation.
8. The User will take all reasonable steps to ensure the security and care of the building and its contents whilst they are using the premises. This includes ensuring that any electrical products used at the premises comply with current regulations.
9. It is the responsibility of the User to comply with all health and safety, food safety, music licencing, local byelaws and any other Government advice or regulation in force at the time of use. The User should procure insurance cover in respect of public liability, its specific activities and equipment.
10. Gambling (other than fund-raising raffles for minor donated prizes), the use of alcohol, religious practises other than those accepted as being within the Christian faith or anything else that may be contrary to the belief and faith of the Christian Church may not be undertaken on the premises.
11. It is the responsibility of the User to make the premises safe and secure after each use. This includes the closing of windows, doors, clearing rubbish, tidying chairs and tables, turning off lights in the part of the premises covered by the agreement, ensuring any heating that may have been altered by the User is returned to its previous setting and (if applicable) the kitchen is left clean. If the User is the last occupant to leave the building, they must ensure that the main door is locked and secure.

12. The Public Entertainment License limits the use of the Hall for music or dancing to the hours 10am-10pm and the number of persons to 150 dancing or close seated audience or 130 close seated at tables.
13. Hiring of rooms does not grant rights to on-site car parking. The Council owned car park must be used whenever possible. No vehicles are to be parked in front of the church doors or in the alleyway as this would impede access by emergency vehicles.
14. Any equipment left on the premises by the User should be kept securely and safely in a place agreed in writing by the Church. The Church is not responsible for any such equipment.
15. The Church and its representatives retain the right to access the premises at any time during the time of the Users letting period but will endeavour not to disrupt the Users activities.
16. For certain occasions such as funerals or other church activities it may be necessary for the Hire Agreement to be altered, this will be avoided where practical and in each case the User will be notified in writing/email with three weeks' notice.

Further conditions that apply during the Coronavirus epidemic

17. The User must agree to fully comply with the Covid-19 Risk Assessment produced by the church and they are required to produce their own Covid-19 Risk Assessment document that covers their group's use of Church premises. This document must be approved by the Church Property team before allowing any group access to the building.
18. It is the User's responsibility to manage all risks arising from the activities of their group whilst on Church premises. Risk mitigation should include such things as key holders not being in the vulnerable category, advice to members not to attend if feeling unwell, ensuring that no singing or shouting takes place.
19. In order to minimise traffic flow within the building the User must ensure that no one in their group arrives on Church premises before the allocated time or leave after the allocated time so. The key-holder or the person who signed the Hire Agreement must always be in attendance to oversee the group's compliance to these Terms and Conditions.
20. The User must record details of their group's attendees for track/trace purposes and ensure that if any person in their group tests positive for the virus and was recently on Church premises that they advise the Lettings Coordinator immediately by telephone using 01425 277838 or by email using email address lettings@highcliffemethodist.org.uk.

Signed by (on behalf of the User) confirming agreement to these Terms and Conditions and those currently displayed on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk.

USER

Name:

Signature: Date:

MANAGING TRUSTEE REPRESENTATIVE

Name:

Signature: Date: