

LETTING AGREEMENT

Parties

1. Name ("the User")
Address

Telephone no:

Email address:

2. Milford on Sea Methodist Church, 108 High Street, Milford on Sea,
Lymington, Hampshire SO41 0QE ("the church")

Terms and Conditions

The church agrees to the hire of the premises as defined below, to the User for the period and for the fee set out in the attached Appendix.

The attached Appendix and Conditions of Use form part of this agreement.

The User is permitted to use the [¹Sanctuary/Meeting Room/Kitchen] for the purpose of ²

The User is permitted to use the furniture and equipment as shown in the Appendix.

In the event of cancellation, the User will be responsible for 50% of the fee if cancelled within 7 days of the date of hire.

Signed by the User

..... Date.....

Signed on behalf of Milford on Sea Methodist Church

..... Date.....

¹ Delete as appropriate
² Describe use

**MILFORD ON SEA METHODIST CHURCH
LETTING AGREEMENT - APPENDIX**

Date(s):

Time(s):

Fee:

Payment to be made by BACS transfer direct to our bank account at:

CAF Bank Ltd

Sort code: 40-52-40

Account No: 00021594

Account Name: Milford on Sea Methodist Church

Regular users will be invoiced on a monthly basis.

Furniture & equipment available for use:

Sanctuary	
Chairs	
Organ	
Piano	
AV system	
Meeting room	
Chairs & tables	
Kitchen	
Cooker	
Dishwasher	
Microwave oven	
Water heater	
Crockery & cutlery	

A First Aid box is available for use and is kept in the kitchen.

A vacuum cleaner is kept in the cupboard at the back of the sanctuary and a brush and dustpan is kept in the cupboard in the kitchen.

**MILFORD ON SEA METHODIST CHURCH
LETTING AGREEMENT
CONDITIONS OF USE**

1. The church will be responsible for the payment of all charges relating to gas, electricity, water, heating and lighting supplied to the premises.
2. Users should set out the room for themselves and leave them as found. Chairs and tables should be returned to the positions in which found. Users are requested not to stick or pin anything to the walls.
3. Users are required to leave the building in a clean & tidy state after use. All windows should be closed, lights and appliances turned off and toilets checked to ensure clean and no taps are left on. Please use the vacuum cleaner (housed in the cupboard at the rear of the sanctuary) to Hoover the floor of the area that has been used.
4. If the kitchen has been used then please ensure that it is left clean and tidy; all crockery and cutlery washed up and put away and the water heater and dishwasher are turned off.
5. All users are responsible for the removal of their own rubbish. Additional charges will be made for any rubbish removal.
6. Any damages or breakages should be reported in the book kept on the window sill in the kitchen. Users must bear the cost of making good any loss, damage or breakage caused by them.
7. At the end of the period of use, Users must ensure that the building is locked and secure and hand over the key to the official key holder.
8. Users are responsible for having their own Public Liability insurance in place and if felt necessary, personal accident cover. In the event of a one-off booking this can normally be covered under the church's own insurance policy but for regular bookings Users must arrange their own Public Liability insurance cover with an indemnity limit of at least £2,000,000 and proof of such insurance cover must be provided. The church may be able to arrange such insurance through its own insurer upon request.
9. All electrical equipment provided by the church will hold a current PAT certificate but it is the responsibility of Users to ensure that any electrical equipment brought on to the premises meets all current statutory requirements relating to such equipment and the church has no liability whatsoever for the consequences of any failure of Users to meet such requirements.
10. The church is not responsible for any equipment or personal belongings brought on to the premises by Users or those attending Users' event.
11. No smoking, alcohol or gambling is allowed anywhere on the premises, including the car park.

12. Users must familiarise themselves with the fire and safety arrangements and ensure that all escape routes are kept clear at all times.
13. Users must provide proof of current police clearance (DBS certificate) if they are working with children on the premises. A copy of the Church Council's Safeguarding Policy is displayed on the noticeboard in the foyer. Users are required to comply with these regulations.
14. When using the kitchen, Users should be aware of food hygiene legislation. Children under the age of 16 may only be allowed in the kitchen under the supervision of an adult.
15. Any amplified music or other potentially noisy activities are to be kept under control and at a reasonable level to avoid disturbance to our neighbours and the premises are to be vacated quietly.
16. There is no emergency telephone on the premises so it is strongly recommended that Users should always have access to a mobile phone for emergency use when on the premises.
17. In the event of a fire starting on the premises, Users are responsible for setting off the alarm, contacting the fire brigade and ensuring that the fire evacuation procedures are followed.
18. There is a list of names and telephone numbers in the foyer who should be contacted in the event of an emergency.

I/We the users of the Milford on Sea Methodist Church on the
 from to agree to indemnify the Trustees of the said
 Church in the event of any loss or damage to the Church premises or contents and in
 the event of any claim being made by any party for bodily injury or damage to
 property arising out of my/our use of the premises.

Please sign below indicating your acceptance of the above conditions (which form an integral part of the letting agreement) and return to the Church Administrator.

Signed Print Name

Date

Name of Organisation