

## GENERAL CONDITIONS OF HIRE

1. All applications for the hire of rooms in Salem Hall, Salem Lane, Wellingborough NN8 4JT and the United Reformed Church (URC), High Street, Wellingborough (hereafter called 'the premises') must be in writing on the hire form and sent to the Church office. The person signing the form shall be considered the Hirer. A named organisation shall also be considered the Hirer and be jointly and severally liable with any person signing the form.
2. No booking shall be considered confirmed until receipt has been acknowledged by a representative of the URC. A right of refusal to hire is in place.
3. A non-returnable deposit of 25% of the hiring fee is normally required with the booking form with the balance due two weeks before the hire date. For long term and/or regular hire, a specific alternative agreement may be made.
4. Hire of the premises does not entitle the Hirer to use/enter the Premises at any time other than for the specific hours hired, unless prior arrangements have been agreed. The premises must be cleared by 12 midnight except by request. A caretaker is available to open/close the premises at an additional cost. They will liaise about the closing time booked. If this is more than 15 minutes over that booked, an additional hire charge will be made.
5. The Hirer shall not assign or sublet any hiring rights.
6. The Hirer is responsible for all loss of or damage to the Premises and/or any internal property during the hire period from entering to leaving the building.
7. The Hirer is responsible for their own Public Liability Insurance and ensuring that good order is kept during the hire period and that occupants of neighbouring premises are not inconvenienced by noise, obstruction of vehicles or similar.
8. The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, licences may be required for public performances involving music, singing and dancing or for theatrical performances. If copyright material is used or performed, the permission of the owner of the copyright must be obtained.
9. In the event that the hiring involves the attendance of young people (defined as those under 18) and/or adults at risk on the Premises, the *Regular Hirer* confirms that there will be an appropriate Safeguarding Policy in place. The Hirer agrees to ensure that all adults present on the Premises, in relation to the booking, are aware of this procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Safeguarding Policy, appropriate Disclosure and Barring Service (DBS) checks will be carried out in respect of persons involved with young people/ adults at risk on the Premises during the course of the hiring. The Church may at any time ask for sight of the Safeguarding Policy. For those hirers with a regular booking, a copy of the Policy should be provided to the office before booking is confirmed. *If no policy is available, the Hirer should request a copy of the church's policy and abide by those conditions.*
10. *Regular Hirers will be responsible for their own Risk Assessment.*

11. The URC, its officers and representatives will not be liable for any loss, damage or injury which may be incurred by or be done to any person(s) while on the Premises arising from any cause including machinery or electricity breakdown, water leakage, fire, government restrictions or act of God and which may cause the Premises to be temporarily closed, or the hiring interrupted or cancelled
12. To comply with fire safety regulations gangways, corridors, staircases and exits must be kept clear at all times and fire doors shut after use. The number of persons using Salem Hall at any one time is 180 (120 in the Main Hall). *Regular Hirers should have their own Fire Precaution Plan in place with members aware of the evacuation process in case of fire.* An evacuation of the building should be run on a regular basis. Planned exit routes are displayed in each room.
13. In case of personal accident during the hire period, an Accident book is available at the Coffee Bar (Salem Hall) or Minister's Vestry (Church) and should be completed by the **Hirer**. Reasonable access shall be given at all times to representatives of the URC and to the police if necessary.
14. Permission must be sought if any electrical or special equipment is to be used on the Premises. Portable electric equipment **MUST** have the relevant test certificates.
15. Permission for serving alcoholic drinks on special occasions may be given. Sale of alcohol will not be allowed. Smoking is not permitted anywhere on the Premises.
16. It is the responsibility of the Hirer to be familiar with and abide by relevant food safety regulations if food preparation takes place on the premises.
17. The premises should be left in a clean and tidy order at the end of the booking with no litter left on the premises.
18. In the event of any breach of these conditions being committed by the Hirer or any person present on the Premises during the hiring period, the Hirer's rights shall terminate and no part of the sum paid for the hire period shall be refundable.