

## Wellington Methodist Church & Centre - Room Hire Terms & Conditions

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### General

1. The organiser must be aged 18 years or over, and will be responsible for ensuring the terms of hire are met.
2. Any events involving people under 18 must be supervised at all times by an appropriate number of adults over 18. The hirer/group leader will be responsible for ensuring all appropriate children's statutes and child protection guidelines are met.
3. The hirer is liable to make good the costs of any damage to the premises, furniture, crockery or any other equipment used during time of hire.
4. The hirer is responsible for leaving their room clean and tidy. Please vacate your room on time and in good order.
5. Hirers must maintain clear access to all emergency exits at all times.
6. Group leaders/facilitators must brief their attendees at the start of their meeting on fire procedures & exits and toilet locations.
7. Hirers are asked to kindly respect other users of the building, and shared areas such as toilets, kitchens and passageways at all times.
8. We reserve the right to refuse any booking application for any reason, and to terminate at any time, any agreement for hiring made in consequence of any application.
9. We will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God which may cause the accommodation to temporarily close or the hiring to be interrupted or cancelled.
10. The hirer shall not rehire, sub-let or lease any room booked.
11. Under no circumstances will we accept any responsibility for the loss or damage to cars or other vehicles parked in our car park or the surrounding area of the premises.
12. When booking please remember that you should include time for setting up and clearing away your group.

### Prohibitions

13. No smoking inside the building nor around the premises.
14. Alcohol is not allowed on the premises nor is it allowed as a raffle prize.
15. No raffle prize should exceed the value of £50.
16. No lotteries or gambling can take place.
17. Blue tac/tape or fixings of any kind cannot be attached to walls.

### Payment

18. You will be invoiced after hire, and payment should be made by cheque payable to 'Wellington Methodist Church' within 28 days of invoice date. Cheques should be forwarded to the treasurer.

## Cancellation

19. All cancellations of confirmed bookings received less than 24 hours in advance will be invoiced at the full amount. If less than 48 hours' notice we will invoice you for 50%.

## Insurance

20. We point out that all organisations using our premises must take out Public Liability Insurance. Our Methodist Insurance Church Shield Policy only provides cover for private hire users and what the policy describes as 'occasional non-commercial use'. This means weddings, birthday parties, and social events such as a local meeting where no other insurance is in force. For example some home insurance provides cover for parties. Any group that is formal in nature must have Public Liability Insurance of its own that will cover damage to the church's property and injury to its members and users.  
**WE MUST THEREFORE SEE YOUR CURRENT PUBLIC LIABILITY INSURANCE CERTIFICATE BEFORE YOU USE OUR PREMISES.**
21. We cannot insure property owned by groups and individuals although we do our best to ensure our premises are safe and secure. It is recommended that you take out your own insurance against damage, theft and so on.

## Safety

22. Note the location of the nearest telephone for use in an emergency and the location of the emergency exits.
23. Note the position of fire extinguishers. These are for use in only the smallest of incidents.
24. If the alarm sounds, members of your party should leave the building immediately and assemble as per the 'fire evacuation procedures' provided.
25. The First Aid box can be found in the cupboard above the sink in the kitchen.
26. We recommend that in the evenings you keep outer doors locked after you have started your session.
27. All electrical equipment used in the building must be PAT tested.

## Kitchen

28. If you have requested the use of the kitchen with your booking, please leave it clean and tidy. Instructions for the use of the dishwasher are on the wall. No loose cutlery should be put in the dish washer (use the cutlery tray) as this can damage the machine.
29. Our church promotes Fairtrade products and we ask that you use Fairtrade tea and coffee for your group.

**Any questions or problems, please contact Barbara Murray, centre co-ordinator in the church office.**