



WADE STREET CHURCH

Terms and Conditions of Room Hire

1. A deposit will be paid one month in advance of the room hire and will be refunded after the conclusion of the hire date provided that actual damage to persons or property has not occurred, in which case the deposit will be used to first repay such damage before the balance is repaid.
2. The fee as agreed from time to time, shall be paid direct to the Church Treasurer, and any alteration in the fee shall only be made giving a minimum of one month's notice in advance.
3. The accommodation may only be used by the organisation and for the purpose, and during the period indicated on the application submitted.
4. After use, the premises must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring, ie the premises left as one might expect to find them. The hirer must ensure that all lights are turned out, and all windows and doors left secure.
5. The hirer is responsible for seeing that during the use of the premises, there shall be no smoking, and the use or consumption of alcohol shall only be allowed by express prior permission.
6. The Church shall not be responsible for any equipment or articles of any kind left on the premises at the conclusion of the hire period except by prior written agreement with the Premises Manager.
7. A current copy of Insurance must be produced to the Premises Manager, and also where necessary a Certificate of Registration of Competence for the activity.
8. It is a condition of hire that all activity must cease and the Premises vacated at the conclusion of the hire period.
9. The authorised Key Holder will be responsible for the opening and locking up of the Premises, and may not hand the key to any other person without the authority of the Premises Manager.
10. There are times when the requirements of the church may take precedence over a regular booking, and at such times, as much notice will be given to an existing hirer as possible, and we shall endeavour to enable alternative arrangements to be made if at all possible. An example of this might be for funerals to take place.