Dorking United Reformed Church

53 West Street, Dorking, Surrey, RH4 1BS. Tel: 01306 889644
Website: www.dorkingurc.org.uk Email: *lettings@dorkingurc.org.uk*

Conditions of Hire of the Church Premises

By submitting a booking form, the hirer confirms that they have read, understood and agree to comply with these Conditions of Hire.

1. **Bookings**

- A booking is not confirmed until the completed booking form has been received and accepted by the Church, at which point you will receive an email from Hallmaster.
- Premises are normally available between 09:00 and 22:00. Bookings outside these hours are subject to approval.
- Use of the premises is non-exclusive. Other groups may be using other parts of the building at the same time.
- Hire of Church premises does not create a tenancy, lease, or landlord and tenant relationship.
- Cancellations made with less than seven days' notice may be charged in full at the discretion of the Lettings Secretary.

---

2. General Responsibilities of the Hirer

The hirer is responsible for:

- Ensuring the premises are used only for the agreed purpose.
- Supervising all attendees, including the effective control of children and vulnerable adults.
- Maintaining good order, reasonable noise levels, and appropriate conduct.
- Keeping all exits, corridors, driveways, and access routes clear at all times.
- Carrying out a suitable risk assessment for activities taking place on the premises.
- Providing appropriate first aid arrangements.
- Ensuring a working mobile phone is available throughout the hire period.
- Recording any accident or incident using the forms located beside each first aid box and reporting it to the Lettings Secretary.
- Reporting any incidents, damage, or safety concerns to the Lettings Secretary.
- Leaving the premises clean and tidy, returning furniture to its original position, and removing all rubbish.
- Ensuring that any electrical equipment brought onto the premises is safe and suitably tested.

The hirer may not sub-let or transfer the booking to another person or organisation.

---

3. Insurance, Safeguarding and Liability

- Hirers must hold appropriate Public Liability Insurance and provide evidence on request.
- The hirer is responsible for obtaining and complying with all consents, licences, permissions, safeguarding checks, insurance cover and statutory requirements needed for the event or activity. Evidence must be provided on request.
- Inflatables and bouncy castles may only be used with prior approval from the Church. Hirers are responsible for carrying out their own risk assessment, ensuring appropriate insurance and supervision are in place, and

complying with all applicable health and safety requirements. Dorking United Reformed Church strongly advises that any inflatable is supervised by two adults at all times. The hirer accepts full responsibility for the provision, use, supervision, safety, and removal of any inflatable equipment and shall indemnify Dorking United Reformed Church against any injury, loss, damage, claim, cost, or expense arising from such use, except where caused by the Church's negligence.

- Organisations working with children or vulnerable adults must have an appropriate safeguarding policy and comply with relevant safeguarding legislation.
- The hirer is responsible for any loss, damage, injury, claim, demand, action, cost, expense, or legal liability arising from their use of the premises, their activities, their attendees, contractors, suppliers, performers, guests, or any failure to comply with these Conditions of Hire. The hirer shall indemnify Dorking United Reformed Church, its trustees, officers, volunteers, employees, and agents against all such matters, except where they arise from the Church's negligence or other liability that cannot lawfully be excluded.
- The hirer is responsible for any damage caused to the building, contents, equipment, or grounds during the hire period.
- The hirer is responsible for any additional cleaning, repair, replacement or other reasonable costs incurred by the Church as a result of the hire, including costs arising from misuse of the premises, equipment, fixtures, fittings or grounds.

---

4. Use of the Premises

Parking and access

- Hire of the premises does not include parking.
- Access routes must be kept clear and disabled parking spaces respected.
- Any temporary parking restrictions notified by the Church must be observed.

Notices and Advertising

- Notices, signs, banners, or advertisements may only be displayed with prior permission from the Lettings Secretary.
- Approved notices may only be displayed on the day of the event.

Kitchen Use

- Hot food preparation is permitted only where the kitchen has been hired.
- Hirers are responsible for ensuring that anyone using kitchen facilities is competent to do so.

Alterations and Decorations

- No flammable decorations may be used without prior approval.
- Additional lighting or alterations to electrical installations are not permitted without approval from the Lettings Secretary.

---

5. Alcohol, Smoking and Illegal Substances

- Smoking and vaping are prohibited inside the building and anywhere on Church property.
- The sale of alcohol is prohibited.
- Consumption of alcohol may only take place with prior written approval from the Church Elders.

- Any application to serve alcohol must be submitted at least six weeks before the event.
- All alcohol and related waste must be removed from the premises after the event.

---

6. Copyright and Licensing

- The hirer is responsible for obtaining any licences required for music, performances, films, or other copyrighted material used during the hire period.
- Evidence of licences must be provided on request at least seven days before the event.
- The hirer accepts responsibility for any copyright infringement arising from their activities and shall indemnify the Church against any related claims.

---

7. Health and Safety

- Hirers must comply with all Health and Safety notices displayed on the premises.
- The Church does not have a fire alarm system. The hirer must therefore ensure that appropriate arrangements are in place to alert all attendees and evacuate the premises in an emergency.
- Fire exits must remain unobstructed and immediately available for use.
- Any accident or incident occurring during the hire period must be recorded using the forms located beside each first aid box and reported to the Lettings Secretary.

---

8. Church Responsibilities

The Church:

- Reserves the right to enter the premises at any time.
- Reserves the right to move a booking to an alternative suitable room if required.
- May cancel a booking where circumstances make the premises unavailable or unsuitable for use.
- Accepts no responsibility for loss, theft, or damage to items brought onto the premises, except where caused by the Church's negligence or other liability that cannot lawfully be excluded.
- Does not permit property to be stored on site unless agreed in writing.

---

9. Invoices and Payments

- Single-event bookings are invoiced in advance.
- Regular bookings are invoiced monthly.
- Payment must be made by BACS using the following account details:

CAF Bank Ltd
Sort Code: 40-52-40
Account Number: 00006884

- Cash payments are not accepted.

---

10. Use of the Church Gallery

Where the gallery is included in the booking, the hirer must assess and manage the following risks:

- Appropriate supervision of gallery users.
- The height of safety rails, particularly near stairways.
- The risk of objects falling onto people below.
- Whether use of the front row seating is necessary.
- The front pews overlooking the pulpit area should not be used due to the lower height of the safety barrier.

---

11. Pets

- Dogs are permitted in the garden if kept on a lead.
- Dogs are not permitted inside the premises, except registered assistance dogs.

---

12. Complaints

Any complaint relating to a hiring must be submitted in writing to the Lettings Secretary within seven days of the event.

Failure to comply with these conditions may result in the current booking being terminated and future bookings being cancelled or refused.