

Dorchester

COMMUNITY CHURCH

Acland Road, Dorchester DT1 1EF

Tel: 01305 267171

Room reservations tel: 01305 266390 or email Glenda@aclandroadchurch.org.uk

www.aclandroadchurch.org.uk

TERMS AND CONDITIONS OF LETTING

- 1) **a.** The letting fee will include lighting and heating (when applicable) and the use of the kitchen facilities and basic crockery. The hirer will be responsible for providing any refreshments required at your event.
b. All payments shall be the individual responsibility of the person signing the Letting agreement unless another person is nominated by the hirer and accepted on behalf of the Church.
- 2) Payments of the letting fee to be made to the Church Treasurer within twenty eight days of the invoice.
- 3) Arrangements will be made at the time of the booking for access. The hirer will also be responsible for putting tables, chairs, etc. in position for use and will be expected to leave the premises in a clean and tidy state. Depending upon when the letting takes place you may be asked to reset the chairs, however a plan of our requirements will be provided. It will be the responsibility of the hirer to ensure that at the end of each letting all lights are turned off, windows closed in the room(s) hired and in toilets.
- 4) No equipment etc. may be left on the premises by the hirer unless specific permission is given in writing prior to the event.
- 5) The hirer shall report all breakages and be financially responsible for the cost of replacement.
- 6) No intoxicants shall be brought onto or consumed on the premises. Smoking is expressly not allowed on the premises.
- 7) **a.** No notices, posters etc. may be displayed outside or inside the premises without prior consent being given.
b. Apart from the movement of tables and chairs, furniture and fittings shall not be interfered with or removed in any way. No fittings or decorations of any kind necessitating the driving of nails or screws into fixtures forming part of the fabric will be permitted. In the event of any damage to the property the hirer will be financially responsible for the cost of such repair.
- 8) The correct name of the Church for use in advertisements is as the heading of this document. Any such advertisement must state the name of the hiring organisation and the purpose for which the event is being held.
- 9) **a.** The hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passageways and exits. Doors must not be wedged or propped open (a fire regulation).
b. The hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
c. The hirer must make themselves fully aware of the fire escape routes and emergency evacuation policy.
- 10) The Church will not be responsible for any accident to persons on the property arising out of the act, default or negligence of the hirer or individuals using the room(s) as a result of this letting. The hirer shall indemnify the Church from and against all claims in respect thereof. Organisations using the Church premises must have their own Public Liability Insurance.
- 11) The hirer shall not sublet to another person or persons.
- 12) The availability of rooms will always be entirely at the discretion of the Church. The Church reserves the right to cancel a booking. Where it is necessary to cancel a booking as much notice as possible will be given and an alternative room will be offered wherever possible.
- 13) The Church parking at the front is not to be used (to be kept for Church members use) – you are welcome to park down the side of the building. Otherwise, please use Charles Street car park.

We want you to have a positive experience of using our building and if there is anything that you feel that we should be aware of or could improve then please let us know. 26 June 2009 GG