



Booking Terms and Conditions

We are pleased that you have chosen to hold your event at City Gates Church and trust you will find everything in good order. We hope you will enjoy your use of our facilities. We require that you observe the following conditions which form the basis of the hire agreement between you as the Hirer and City Gates Church (the Church).

The facilities which are the subject of this hire agreement are specified in the attached invoice. The hire does not include the right to any storage on the site.

1. Purposes for which the site may be used. All parts of the Church and site are considered part of the Church and may be used only for purposes consistent with the beliefs of the Church and the Elim Foursquare Gospel Alliance, of which the Church is a part.
2. The Church reserves the right to amend/cancel room bookings for circumstances beyond its control. In the case of regular room hire (weekly/monthly), the Church does not guarantee the availability of rooms all year round.
3. Deposits, payments and cancellation.
 - a. Occasional hires:
 - i. A non-refundable deposit equivalent to the cost of 1 hours room hire is required on booking.
 - ii. Payment of the balance is required 7 days prior to the date of hire.
 - iii. A minimum of fourteen days' notice of cancellation is required. Otherwise the full hire fee remains payable.
 - b. Regular hires:

- i. No deposit is required
- ii. A minimum of half a terms notice is required to end the hire agreement.
- iii. A minimum of 48 hours' notice is required for cancellation of an individual date.
- iv. Should an individual hire be cancelled for reasons outside of the Hirer's control which, in the reasonable opinion of the Church, make it impossible for the event to take place, the hire fee will not be payable for that date.
- v. An invoice will be issued according to the Hirer's agreed hire schedule. Payment is required at the beginning of the agreed hire period.

4. c. Functions/conferences:

- i. A £1000 refundable deposit is required, which the Church will retain to offset any damage to the facilities or overrun on the timing of the hire. The balance will be returned to the Hirer within 2 weeks after the function.
- ii. The deposit will be refunded if the function is cancelled at least three months in advance.
- iii. If the function is cancelled within a month of its booked date the deposit will be retained and the balance of the full hire fee will be payable.
- iv. If the function is cancelled between three months and one month before its booked date the deposit may be refunded at the Church's discretion bearing in mind whether the facilities can be hired out to another hirer.
- v. Full payment for the function is required 28 days in advance of the event.

5. Period of hire. This agreement is for a specified session or sessions and the time charged shall include that required for setting up and packing down. The Church reserves the right to require an additional payment should the period of hire overrun unless otherwise agreed in writing. Unless otherwise agreed in writing, evening events must finish by 11pm with the

site cleared and vacated by 12.00am to enable the Church to clean and reset the site for the following day's activities. The Church reserves the right to charge for extended occupation beyond the agreed time. Church staff required to stay past the agreed time will be chargeable to the hirer, double the hourly rate. On top of this, the hirer will also be charged £200 for the first hour they are over, and £200 an hour thereafter.

7. Consideration for our neighbours and the community. Hirers are required be considerate of the Church's neighbours and undertake to not bring the Church into disrepute.
8. Policies. The Hirer is required to comply with all the policies of the Church, including its Health & Safety Policy and Safeguarding policy. Copies of these will be made available on request. In particular, the Hirer is required to ensure that children and vulnerable adults are protected at all times by taking reasonable steps to prevent injury, illness, loss or damage.
9. Safety and security. The Hirer is required in particular:
 - a. To ensure compliance with the Church's non-smoking policy across the whole of the Church site
 - b. To ensure that fire exits are unlocked and accessible at all times
 - c. To ensure that the security of the site is maintained and that entrance doors are not left open.
 - d. To ensure that the site is left secure at the end of the hire.
10. Responsibilities of the Hirer:
 - a. The Hirer is responsible for the conduct of all persons attending the site as a result of the hiring. Children must be under the direct supervision of parents/carers at all times and must not be left unattended at any time. Please note that there may be other people using other parts of the site during the period of the hire.
 - b. It is the responsibility of groups, classes and clubs to maintain an attendance register in order to perform a roll call in the event of a building evacuation.
 - c. It is the responsibility of the hirer to record any incidents or accidents that occur on Church property in the Incident Book as per the instructions in the information sheet and to leave the form in the sealed envelope provided.

- d. Where third parties are engaged by the Hirer (eg entertainers, Djs) it is the responsibility of the Hirer to ensure that they comply with the terms of this Hire Agreement and are adequately insured for their activity. The Church reserves the right to request evidence of this.

- 11. Liability of the Church. Save in respect of death or personal injury caused by the Church's negligence, any liability of the Church to the Hirer shall be limited to the refund of the hire charges.

- 12. Ownership of Church property. The Church shall retain ownership and all attendant rights of all the church property at all times.

- 13. Damage to Church property. The Church undertakes to provide facilities at a good standard, and in return Hirers are required to act appropriately to maintain the facilities. Any exceptional cleaning required or damage incurred to either the fabric or equipment belonging to the Church shall be charged to the Hirer at cost. Hirers do not have the right to decorate or in any way alter the fabric of the facilities. The display of banners and signage both internally and externally must be agreed with the Church. The Church has a zero - tolerance policy with regard to vandalism, the use of drugs, the possession or weapons or anti-social behaviour. The Hirer will be required to indemnify the Church for any claims, damages, costs and expenses (including the cost of repairing any damage and any legal costs) incurred as a result of any action or inaction by the Hirer, the Hirer's guests or any person allowed onto the premises by the Hirer (including as a result of the Hirer's failure to secure entrances).

- 14. Use of church equipment. Use of Church equipment (including kitchens, crockery, and audio visual/IT equipment) is additional to the basic hire and must be agreed with the Church. It may incur additional charges.

- 15. Electrical equipment. The Church must be informed of any electrical equipment brought onto the premises by the Hirer. The Hirer is responsible for ensuring that such equipment is properly safety tested (PAT Tested) and for any damage caused by such equipment.

Print Name.....

Signed

Date.....