



Booking Conditions – Group/Organisation Hire

(These conditions should be used if you are representing a Group or Organisation and hiring for recurring bookings. If you are an individual booking for a once off hire please read “Booking Conditions – Individual Hire”)

1. Booking Details and payment

- a. Bookings will only be accepted from persons who are over 18 years of age.
- b. Bookings made via the online Booking Form will be considered provisional until confirmed by Southwick Methodist Church.
- c. We are a Christian organisation and therefore will only hire to organisations for events which do not conflict with our beliefs and the Christian message. We reserve the right to decline a request to hire our premises without explanation.
- d. Payment must be made in accordance with the agreement made between the Church and the Hirer. Failure to make the agreement payment schedule could result in the halls being made unavailable for further meetings.
- e. The hirer will be required to agree and sign a lease hire agreement between themselves and the church trustees – a copy of the agreement can be found in the documents section of the online booking system or can request a copy.
- f. Please do not make any commitments in publications until you have received confirmation of the booking.

2. Conduct and Safety

- a. The sale and/or consumption of alcohol is not allowed on the premises.
- b. Betting or gambling in any form is not allowed.
- c. Smoking is not allowed inside the building, nor in the church gardens.
- d. Fixtures and fittings may not be tampered with. Nails, pins, self-adhesive tape, blu-tak must not be used to attach decorations, posters etc., to emulsion walls.
- e. Noise emanating from the premises is to be kept at a level that would give no cause for complaint from the residents of the area.
- f. We would ask users to make themselves aware of where fire exits are situated.
- g. On leaving the premises we request that all lights are turned off and all windows and doors are left secure.
- h. Loading or unloading from vehicles must be completed from the parking bays. Vehicles must not mount the kerb and park on the pavement, in particular the area outside the Southwick Street entrance, due to the risk of damaging drains that are adjacent to this area. Any damage so caused will be the liability of the hirer.
- i. Hirers are responsible for the safe use of any equipment they bring to the halls and the church can accept no liability in this manner. Any electrical equipment brought into the halls must meet current testing requirements and any test certificate must be in date.

3. Cleaning
 - a. Hirers must remove any rubbish or unused materials from the building at the end of the hire period.
 - b. We would ask hirers to bring their own tea towels and tablecloths.
 - c. The premises should be left in a clean and tidy condition. Brooms, mops, dustpans are located in the store room, accessible from both the main and small halls.
 - d. Any tables and chairs used must be returned in a clean state to where they came from.
4. Indemnity/Insurance
 - a. The hirer is responsible for any damage to the premises occurring during the period of hire.
 - b. The hirer shall indemnify Southwick Methodist Church Council against all liability in respect of claims for injury, damage, loss or expense (including any breach of copyright) which may be suffered by any person by reasons of or arising directly or indirectly out of the use of the premises for the proposes hereby authorised.
 - c. To insure against any such claim, the hirer shall obtain and make available a policy insurance against third party risks/public liability to the value of £5 million.
5. Children and Vulnerable Adults
 - a. Where the halls will be used by children or vulnerable adults the hirer needs to be familiar with the Southwick Methodist Church Safeguarding Policy. The policy can be found in the documents section of Hall booking system.
 - b. Hirers who regularly use our premises to hold classes or other activities for children will be asked to provide a copy of their current DBS certificate, in order to fulfil our Safeguarding requirements.
6. Cancellation
 - a. If under exceptional circumstances the church is required to cancel the booking a full refund will be given, but will not be liable for any further claims. If needed it is the responsibility of the hirer to insure against such loss.
 - b. If the Government Rules relating to Covid preclude the church from hiring out the halls we will not charge for the unused bookings, but again cannot accept any further claim for loss in these cases.
 - c. If the hirer cancels the booking for any reason they must give the church as much warning as possible.

If you require any further information or guidance please do not hesitate to contact the church.