



Booking Conditions – Individual Hire

(These conditions should be used if you are a private individual booking for a once off event, if you represent a group or organisation booking for regular hire please read “Booking Conditions – Groups/Organisations”)

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. Payment in full must be made 30 days prior to the date of the hire.
- d. We are a Christian organisation and therefore will only hire for events which do not conflict with our beliefs and the Christian message, this includes, but is not limited to parties for Halloween regardless of age of attendees. We reserve the right to decline a request to hire their premises without explanation. If you are in doubt please contact us before 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.

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 purposes hereby authorised.
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.
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 give a full refund, but again cannot accept any further claim for loss.
 - c. If the hirer cancels the booking for any reason they must give the church as much warning as possible. If this occurs more than 14 days prior to the booking a full refund will be given. If less than 14 days a 50% refund will be given.

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