

**Hall User Application and Conditions of Hire: January – December 2017**

**Conditions of Hire:** Upon booking the hall, the hirer agrees to:-

**1. PREMISES**

**Duty of Care**

- Be fully responsible for the premises and for any damage to the premises, fittings or equipment during the hire period. Also for any damage resulting from failure, to ensure that on vacating the premises, all doors are locked, all windows are shut and all taps and equipment in the kitchen and toilets are turned off.
- Agree to pay any additional charges, considered relevant by church stewards, if lights, water heater and heating controls are not left in their original settings when vacating the hall.
- Upon leaving, return any furniture, kitchen equipment / crockery etc, used or moved during the hire period, to its original location.
- Leave the premises clean and tidy and take away all rubbish. Cleaning equipment can be found in the cupboard next to the toilets; the cupboard key is located just inside kitchen. Please replace key after locking the cupboard.
- Unless otherwise agreed, be responsible for obtaining and returning the church key to David James, contact details below, and for reporting any incidents/damage etc occurring during hire.

**Limitations to Use**

- Not allow betting or gambling in any form on the premises nor to use the premises for the supply, storage, sale, or consumption of alcoholic beverages in accordance with the Standing Orders of the Methodist Conference.
- Unless otherwise agreed, not to allow anyone, especially children, down stairs into the basement.

**Insurance Indemnity**

- Indemnify the church against all claims for damages, compensation and/or loss in respect of bodily injuries to third parties and/or damage to third parties caused by, or arising out of the hirer's use of the premises.

**Car Parking**

- Request any drivers attending the booking to park, whenever possible, in the church car park located at the rear of the premises. If not, then to street park responsibly showing due consideration to local residents and other road users.

Signed

Date

**2. HEALTH & SAFETY**

- Be aware of the location of the emergency exits and be familiar with, and inform users of, the evacuation procedures that are issued with this form, and that are also available on our website: [www.swanmoremethodistchurch.org.uk](http://www.swanmoremethodistchurch.org.uk)
- Be responsible for any accident or injury arising out of any activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe and fit for the purposes of the intended hire.
- Be aware that the First Aid Box and Accident Book are located in a top cupboard, to the left, as you enter the Kitchen. In the event of an incident, please record any injury details in the book, together with a list of any items used from the box. Please ensure box is left in a tidy state.
- Be responsible for ensuring that any portable electrical equipment brought into the church has been PAT tested.

Signed

Date

**Hall User Application and Conditions of Hire: January – December 2016 . . . cont.**

**3. METHODIST SAFEGUARDING POLICY**

- Ensure users have an understanding of the Methodist Church's safeguarding policy as outlined in the Statement of Safeguarding Principles issued with this form, or as displayed in its entirety in the foyer entrance and also on our website: [www.swanmoremethodistchurch.org.uk](http://www.swanmoremethodistchurch.org.uk),
- Undertake to follow the Methodist Churches policy for the safeguarding of children, young persons and vulnerable adults, or, any comparable equivalent guidelines and procedures (such as the Scouting and Guiding national safeguarding policy) whilst on the premises.

Signed

Date

**Hall User Application:**

**4. DETAILS OF HIRER AND INTENDED USE OF HALL - PLEASE COMPLETE IN BLOCK CAPITALS**

NB: The Church Stewards retain the right to refuse any hiring applications deemed unsuitable for church premises.

**Name of hirer:**

**Address:**

**Telephone number:**

**e-mail:**

**Activity for which the premises is required:**

**Days / Date(s) required:**

**Time required:**

**From:**

**To:**

**Signature:**

**Date:**

**NB: It is the responsibility of the hirer to inform hall users of information and instructions contained in this Application form and the accompanying Evacuation and Safeguarding documents.**

**Payment Details (NB: for single hire only - long term hire payments by arrangement)**

- This completed form, together with a cheque (if applicable) made payable to Swanmore Methodist Church for the appropriate fee, should be returned to David James, 6 Russet Close, Swanmore SO32 2RU, tel. 01489 896387, at least 7 days prior to the proposed event.

**NB: Please ensure all 4 Sections of this Application Form are signed and that a copy of the form is retained by the hirer for reference.**

**NB: This agreement is valid for the current year only. Should the hirer require a longer term hire arrangement, a new application will need to be signed each year for the duration.**