

SWANMORE METHODIST CHURCH

Hall User Application and Conditions of Hire: January – December 2014

Date(s) required: _____ Time from: _____ to _____

Subject to availability and conditions of hire

The hirer agrees to:

- 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 the premises are locked and all apparatus' in the kitchen are turned off. They shall also be responsible for obtaining and returning the key to Mrs Helen Eaton, 01489 893962. (address below).
- Pay any additional charges if lights, water heater and heating controls are not left in their original settings when vacating the hall.
- Leave the premises clean and tidy and take away all rubbish. Cleaning equipment can be found in the cupboard next to the toilets.
- Ensure that national policies for the protection and supervision of children, young persons and vulnerable adults are complied with to a standard compatible with the Methodist Safeguarding Policy as displayed in the foyer entrance. See also our website: 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 for the purposes for which they intend to use the premises.
- Not allow betting or gambling in any form nor use the premises for the supply, sale, or consumption of alcoholic beverages contrary to the Standing Orders of the Methodist Conference.
- Be aware of the location of emergency exits and be familiar with, and inform users of, the evacuation procedures that are issued with this form. See also our website: www.swanmoremethodistchurch.org.uk
- Be responsible for ensuring that any portable electrical equipment brought into the church has been PAT tested.
- Indemnify the church against all claims for damages, compensation and/or loss in respect of a) bodily injuries to third parties, b) damage to third parties caused by or arising out of the hirer's use of the premises.
- Request any drivers attending the hall 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.

NB: This agreement is valid for the current year only; if the hirer wishes to extend the hire then a new agreement will need to be signed each January.

PLEASE COMPLETE IN BLOCK CAPITALS

Name of hirer:

Address:

Telephone number:

e-mail:

Activity for which the premises is required:

Signature:

Date:

This form together with a cheque (made payable to Swanmore Methodist Church) for the appropriate fee should be returned to the Booking Administrator, Mrs Helen Eaton, Charisma, Chapel Road, Swanmore SO32 2QA 7 days prior to the proposed event.