

## CONDITIONS OF HIRE

1. All applications for hire at Bromley United Reformed Church (hereafter called "the premises") must be in writing on the agreement form provided and returned on completion to the Lettings Manager. Reservation of any date cannot be confirmed until a signed copy of the agreement form is received by the Lettings Manager.
2. The Hirer undertakes to include the words "Bromley United Reformed Church" after the name of the Hall in any notices, tickets, placards etc. relating to the bookings on the premises.
3. Access to the premises is limited to rooms hired, and between the hours stated in the agreement, and in no circumstances may the Hirer or their representatives remain on the premises after 11 pm. If available, rooms will be opened 5 minutes before agreed commencement.
4. No decorations or fixtures may be attached to the walls or fabric. No property of the Church may be moved from one room to another without consent, and in such case must be returned to its original position. Pianos must not be moved or used (unless hired) nor items placed thereon.
5. The premises may be inspected by prior appointment.
6. On the hiring of the premises for either one or two engagements a non refundable deposit of one third may be requested when the agreement is issued with the balance being payable at least seven days before each event.
7. No copyright work shall be performed without the licence, where appropriate, of the owner of the copyright and the Hirer shall, if requested, produce such licence to the Lettings Manager not less than seven days before the commencement of the engagement to which the licence relates. The Hirer shall indemnify Bromley United Reformed Church against any infringement of copyright which may occur during the hiring.
8. The Hirer is responsible for any local or national authority licensing arrangements not covered by the Music and Dancing Licence for the Whitfield Hall, e.g. Occasional Licences for Stage or Film shows.
9. The Hirer shall, if required, supply to the Lettings Manager for approval a copy of the programme of any entertainment to be given by the Hirer, not less than seven days before the presentation of such entertainment.
10. The prior approval of the Church Elders must be obtained for the script of any play which the Hirer proposes to perform. A copy must be forwarded to the Lettings Manager with the application for hire.
11. No smoking is allowed throughout the building. The Hirer is responsible for ensuring that on no account should there be any smoking anywhere in the building by any persons associated with the letting.
12. The official seating arrangement of the Whitfield Hall must on no account be changed, and all gangways and exits must be kept clear.
13. The Hirer shall have a person in charge throughout the whole time, assisted by a competent staff instructed in dealing with emergencies. These persons must be conversant with the terms of this agreement. The Hirer shall during the hiring be responsible for:
  - (a) The efficient supervision of the premises including the effective control of children and orderly and safe admission and departure of persons to and from the premises in case of emergency.
  - (b) The safety of the premises and the preservation of good order and decency therein.
  - (c) Ensuring that no singing, playing of musical instruments or the use of any sound equipment, television or recording takes place at the premises in such a manner as to cause nuisance, or annoyance, to any adjoining or neighbouring owners or occupiers, and in any event shall not take place after 10.30pm.
  - (d) Ensuring that all doors to and from the premises are kept unfastened, unobstructed and immediately available for exit during the whole time premises are in use, and no obstruction shall be placed or allowed to remain in any corridor or driveway giving access to the premises.And if the Hirer fails to observe and perform any one or more of the above stipulations Bromley United Reformed Church may cancel any other engagement for the premises that the Hirer may have made without incurring liability to the Hirer whatsoever.
14. The right of entry to the premises is reserved to Bromley United Reformed Church at any time during the hiring.
15. Where this agreement includes the use of stage lighting the Hirer agrees:
  - (a) To pay a charge for stage lighting agreed with the Lettings Manager
  - (b) Any damage to equipment or breakages, apart from the legitimate burning out of lamps, to be made good by the Hirer.
  - (c) Lighting set to be inspected and approved by a Church representative as necessary.
  - (d) No additional equipment to be installed except as approved by the Church.
  - (e) No existing circuits may be modified except with the express permission of the Church.
16. The hiring charge for the Whitfield Hall does not include the use of the sound system, and if this is required, it should be booked separately.
- 17a. No alcoholic drink shall be consumed, sold, used or supplied in or on the premises or forecourt unless authorised by the Church Elders.
- 17b. No drugs or prohibited substances may be brought on to the premises at any time.
18. The Hirer shall not sub-let hired premises, or any part thereof, the same being absolutely prohibited. Should the Hirer do so, or attempt to do so, then the hiring will stand cancelled, and the charges paid forfeited, and the Hirer and sub-hirer excluded from the premises.
19. The Hirer shall take good care of, and shall not cause any damage, or permit or suffer any damage, to be done to the premises, or to any fittings, equipment or other property and shall make good and pay for any damage (including accidental damage) caused by any act or neglect by reason of the use of the premises by the Hirer.
- 20a. Under no circumstances will Bromley United Reformed Church make good, or accept responsibility, or liability, in respect of any damage, theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into, or left upon the premises by reason of the use of the premises by the Hirer.
- 20b. Bromley United Reformed Church shall not be liable for any loss as a result of the happening of any event howsoever caused, which in the sole discretion of the United Reformed Church renders the premises unfit for use, or which may cause the premises to be closed or the hiring to be interrupted or cancelled.
21. The Hirer shall be liable for all insurance in respect of the use of the premises during the hiring and shall compensate Bromley United Reformed Church in respect of any omission, loss, damage or injury which may be incurred by, or be done, or happen to the Hirer, or any other person, by reason of the use of the premises by the Hirer, and or liability for which attaches to Bromley United Reformed Church in its capacity as owner of the premises.
22. Except with the consent in writing of the Lettings Manager no animals may be permitted on the premises during the hiring.
23. The Hirer shall at the end of each period of hiring have cleared and leave the premises, and any fixtures, fittings or equipment, the property of Bromley United Reformed Church, in a clean and orderly state.
24. All refuse, empty cartons, bottles and other rubbish must be removed from the premises by the Hirer and may not be deposited in Bromley United Reformed Church refuse containers.
25. On no account shall cigarettes or other tobacco products be deposited in, or on, the premises in such a way as to cause damage, and in particular the Hirer shall compensate Bromley United Reformed Church in respect of any such damage caused to the premises (see condition 11).
26. No bolts, tacks, nails, screws, bits, pins, placards, emblems or other like objects shall be driven into any part of the premises. No self-adhesive tape, blu-tack, or label of any sort shall be attached to any part of the premises without prior permission.
27. On no account shall cotton wool or highly flammable material be used for decoration or other purposes at the premises.

28. No additional lights or extensions from existing electrical light fittings at the premises shall be used without previous written consent of the Lettings Manager.
  29. No part of the premises shall be used for the sale of furniture or other goods by auction, or otherwise without the written consent of the Lettings Manager.
  30. No food or beverages shall be cooked or prepared in or on the premises without the previous written consent of the Lettings Manager.
  31. If the Hirer shall cancel the hiring of the premises for either one or more engagements then Bromley United Reformed Church shall be entitled to retain the whole of the deposit paid in respect of such cancellation. If notice of cancellation of any engagement is received by the Lettings Manager at least seven days prior to the date on which such engagement would otherwise have taken place, Bromley United Reformed Church may at its discretion repay to the Hirer an amount not exceeding 50% of the total fee paid in respect of such cancelled engagement.
  32. Any complaint arising out of the hiring must be made in writing to the Lettings Manager within three days of the occasion of such complaint.
  33. Any notice, demand or request by Bromley United Reformed Church to or upon the Hirer, may be sent by ordinary post, fax or e mail, addressed to the Hirer's address given in the application, and shall be deemed to be made, or served, at the time when the letter, fax or e mail containing the same would be delivered in the ordinary course of post.
  34. The user is required to make arrangements for children complying with the Children's Act 1989 and consistent with the recommendations in the Code of Practice "Safe from Harm" issued by the Home Office.
  35. Bromley United Reformed Church and the Hirer shall each have a two month period of notice of the cessation of term lettings.
- NO PARKING IS AVAILABLE ON BROMLEY UNITED REFORMED CHURCH PREMISES, PUBLIC CAR PARKS ARE WITHIN A SHORT WALKING DISTANCE