

Marlow Methodist Church

Spittal Street, Marlow

Frequent and Occasional Hire - Terms and Conditions

Wesley Hall, Kitchen & Denton Rooms

Terms of reference: Marlow Methodist Church is subsequently referred to as MMC

1. The agreed fee for the use of the premises must be paid in advance.
2. MMC reserves the right to refuse or terminate any use or hire of the premises without explanation. Under normal circumstances either party must give a minimum of 4 weeks notice in writing of intention to cancel a regular hiring agreement.
3. The premises must be left in the same condition as they were found, and chairs, tables and other equipment must be returned to their original place.
4. No material, decoration or other articles shall be fixed to any wall, ceiling, door or furniture of the building without the prior agreement of the Lettings Secretary. If in the Letting Secretary's opinion, the premises are not left in a clean and tidy condition, or any fixtures, furniture or other property are damaged in any way, additional costs will be charged.
5. The premises and any additional equipment must only be used by the hirer during the agreed hiring period.
 - a. Any other access must be agreed in advance with the Lettings Secretary.
 - b. The use of the electrically operated screen is subject to a supplementary hire agreement at additional cost.
6. The hirer must ensure that when leaving the premises all doors and windows are properly closed and secure, all lights are turned off and heating returned as per instructions next to the heating control. The use of supplementary heating is not permitted.
7. Should keys be issued to hirers they remain the property of MMC. Under NO circumstances will the hirer duplicate any keys or allow them to be used by any person not approved by the Lettings Secretary.
8. Any requirement for on-site storage must be part of the written hire agreement. The hirer must remove any other equipment brought into the building on each occasion.

9. The entire MMC suite of rooms is classed as no smoking premises in line with national legislation.
10. No alcohol may be sold, consumed or brought onto the premises for any reason, without exception.
11. No betting, gaming or lotteries are permitted on the premises.
12. MMC accepts no liability for death or personal injury to any persons attending any activities within MMC as a hired premises or any loss or damage to any property belonging to such persons. Hirers should obtain their own insurance to cover all liabilities including public liability and for their own equipment. The hirer will keep MMC indemnified against any claims for which it is responsible and must be able to show evidence of having a third party insurance policy. This is particularly relevant to organisations, churches and anyone running events that are open to the public.
13. It may be necessary to ask the hirer to cancel or reschedule a hire period. MMC reserves this right.
14. MMC conducts regular risk assessments for fire evacuation and reminds all hirers that whilst there is some fire fighting equipment, any hirer is responsible for:
 - a. Evacuating the building and calling the fire brigade when necessary.
 - b. Conducting their own assessment regarding the needs of the people attending with them, including evacuation drills.
 - c. Ensuring they are fully aware of the procedure for exiting the building.
15. In the event of personal injury or accident, hirers must record this in the Accident Book located in the kitchen. A first aid kit is available in the kitchen.
16. Any music or noise must be kept at a reasonable level and must be finished by the agreed time under the hire agreement.
17. It is the hirer's responsibility to obtain any entertainment licence that may be required, or any licence for the showing of film scenes of 30 seconds or more.
18. Hirers are responsible for ensuring that any electrical equipment that is brought onto the premises meets the latest PAT testing requirements.
19. Hirers working with children, young people under the age of 18 years and vulnerable adults are required to comply with all current safeguarding legislation.
20. In the case of an emergency arising out of the use of these premises please contact the Lettings Secretary. In cases of extreme emergencies, the necessary

emergency services should be contacted in the normal way and the Lettings Secretary informed as soon as possible.

21. Rubbish disposal - please ensure all rubbish is disposed of into the bins provided - paper / cardboard (small green box), general rubbish (grey bin). We would encourage users to, where possible, remove and recycle other materials. If there is no room in the bins provided, MMC cannot accept further waste so require the hirer to remove rubbish from the premises.
22. The use of the rear car park does not form part of the hire of the premises. No spaces are guaranteed as part of a hire. MMC accepts no responsibility for any loss or damage to vehicles left in the car park. The rear car park may be locked without notice.
23. The front forecourt area is not available to be used for car parking and must remain clear for emergency vehicle access only at all times.
24. These terms and conditions are designed to protect both the hirer and MMC. Please ensure they are adhered to. Any breach may result in termination of the hire agreement without notice.