

Conditions of hire of premises of Well Street United Church

Safety - Hirers must familiarise themselves with the position of the fire extinguishers and the position of all exits. All doors are classified as fire doors and must not be wedged open. A first aid station is available in the kitchen. Church insurance does not cover personal accident on the premises.

Well Street United Church cannot accept responsibility for the health and safety of those persons attending events or hiring or using the hall for activities not organised or run by the church. The safety, security and welfare of those persons attending the event are the responsibility of the hirer. Hirers are advised to consider their public liability and of any need for liability insurance.

Well Street United Church takes a positive proactive stance toward the safeguarding of children, young persons and vulnerable adults. All hirers are required to sign the safeguarding declaration supplied by WSUC prior to hiring the premises. All hirers must be over the age of 18.

Heating, lighting and ventilation - Background heating is provided by night storage heaters. Please do not switch these off, or adjust the controls. Additional heating is available from wall mounted convector heaters. If these are used, please remember to switch them off when leaving. Please remember to close **all** windows when leaving. Please check to ensure that there is no-one left or intruding in the building and that it is left securely locked.

Smoking, gambling and the consumption of alcohol are not allowed on the premises.

Tables are stored alongside the back wall of the church. Please return all tables after use. Extra chairs are stored behind the screen at the front of the church. Please return after use. Please leave the area clean and tidy. Please keep the kitchen clean and tidy, and return crockery to the correct cupboards. In the areas where drinks and food are consumed please be careful of the carpets. Any waste material should be removed from the kitchen and placed in the appropriate bin outside the front door.

All booking requests are made through the Well Street website and confirmation will be sent via email by our Church Office (01280) 817560. If you wish to terminate your hire or cancel a session please inform our Administrator, giving at least seven days' notice where possible. If the premises are required for a church event, the Trustees on behalf of the Leadership Team reserve the right to cancel or re-schedule any booking. Any such decision will only be taken in consultation with the hirer.

As a Christian Church, whilst we respect the right of everyone to express their spirituality as they choose, we do not let our premises for the use of activities that may have links to non-Christian philosophies or belief systems. This would include, Reflexology, Aromatherapy, Tai Chi, Yoga, etc and other activities that come under the heading 'Alternative Therapy'.

By clicking the SUBMIT button on the enquiry form I confirm that I have read the Conditions of Hire for Well Street United Church and agree to abide by them.