



# Conditions of Hire

*These conditions are not negotiable;  
if you cannot comply please do not apply*

## Payment

Payment for single event bookings is due at the time of signing the booking agreement and should be made by bank transfer, BACS.

Payment for regular events or a series of events is due in advance and should be made monthly or as otherwise agreed by bank transfer / internet banking.

We DO NOT accept cash payments - staff and church officers are prohibited from accepting cash under any circumstances.

## Cancellation: Private Hire

Private individuals ('consumers') have a legal right to cancel a hire agreement from 14 days from the day following signing of the booking agreement. You MUST cancel in writing (by letter or email), and will receive a full refund if you have already paid.

## Cancellation: Commercial Booking

Business/commercial bookings (which includes bookings by or on behalf of a charity or not-for-profit organisation or group) do not have this right.

After that period has expired:

If you cancel in writing three months before the date booked no payment will be required and any payment made will be refunded.

If you cancel in writing between one and three months before the date booked 50% of the hire charge will still be payable.

If you cancel in writing less than one month before the date booked the full charge will be payable.

# Use of Premises

You may only use the part of the premises booked, together with toilets and kitchen and corridors and lobbies leading to them, and only on the date and between the start and finish times booked.

Other activities may be taking place elsewhere in the building and you must not disturb these activities. Silence is not guaranteed - other activities may cause noise which may be transmitted through the building. Users of other parts of the premises have access to and shared use of toilets and kitchen. If your hire requires absolute silence OR sole use of toilets or kitchen you are advised to book the entire premises, and will be required to pay the appropriate charges.

If the premises are unable to be used for any reason beyond our control we will refund the hire charge paid but will not be liable for any other loss or expense incurred however it arises.

If circumstances change such that the Church requires urgent use of the premises at a time previously booked the agreement may be terminated on 24 hours notice - though we will give the maximum practicable notice in such cases. Any payment made will be refunded and the Church shall not be liable for any further payment or compensation. This provision is needed so that we can arrange funerals and other important events at very short notice - we will not do this unless absolutely unavoidable.

The number of people present at your event must not exceed:

LOUNGE: ??? people;

WORSHIP SPACE: ??? people;

CAFE: ?? people

## Equal Opportunities

Hirers must comply with equal opportunities legislation and must not permit or carry out any act which discriminates, or incites or encourages discrimination against any person or group of people on the grounds of age, gender, sexual orientation, physical or mental ability, race, ethnicity, religion, nationality, immigration status, or economic status; and must also take steps to ensure so far as practicable that members, clients or attendees at any event/activity comply with this requirement.

Hirers must not misrepresent their activities so as to conceal such discriminatory acts.

## Safeguarding

Hirers for events/uses which are subject to Child Protection legislation or legislation protecting vulnerable adults must comply with all relevant legislation. **This is your responsibility** and we cannot advise you. Where applicable we may require sight of DBS Certificates and if not produced The Dandelion Community may terminate/cancel the booking without notice or refund.

## Health and Safety

Fire and safety equipment must not be tampered with. Escape and exit routes must not be obstructed. All equipment must be used for its intended purpose only.

## Insurance

Your clients/members/guests must be effectively supervised at all times. The Church accepts no liability for accident, injury or death except where and so far as such liability cannot be excluded by law. Hirers may wish to seek advice and make arrangements for insurance themselves. The Church's insurance does not cover Hirers activities.

## Damage and Loss

The Church accepts no liability for damage theft or loss of any equipment or materials brought onto the premises by hirers, their members, clients or hirers suppliers, caterers and the like. No goods or equipment may be left on the premises before, between, or after hire sessions without prior permission.

Loss or damage (however caused) or defects in the premises, fittings or equipment must be reported immediately. Loss or damage to premises fittings or equipment caused by Hirers their members or clients may be charged for.

## Outside Contractors

For any event which includes hired-in equipment (e.g. bouncy castles, caterers on the premises) the Hirer MUST ensure the operator/supplier has valid public liability and third-party insurance. The Dandelion Community reserves the right to check documentary evidence of this and if not satisfied to cancel or terminate the hire forthwith without liability to pay compensation or refund the hire charge.

## Refuse

Refuse and waste must be placed in the appropriate recycling bins at the end of the hire. The premises must be left clean and tidy. Any additional cleaning required may be charged for.

## Alcohol

If you intend to provide alcohol at your event you must disclose this at the time of the initial application and discuss it with us before the booking is confirmed.

Alcohol may not be sold on the premises under any circumstances.

