

## **Ealing Green Church (Methodist and United Reformed)**

**The Green, W5 5QT, London, Tel: 020 8810 0136**

**Conditions of Use which must be observed by all organisations and users of the premises (the 'Hirer') at Ealing Green Church (the 'Church').**

### **1. LIABILITY INSURANCE, LICENCES AND PERMITS:**

1.1 The Hirer acknowledges that the Church gives no warranty that the premises are legally or physically fit for the purposes required by the Hirer and that the Church accepts no liability for any loss, damage to or injury to any person or property, or theft, liability or expense suffered by any person during or as a result of the Hirer's use of the Premises, and that all persons using the premises or bringing personal belongings to the Premises do so entirely at their own risk. **The Hirer is responsible for arranging its own Public Liability Insurance.**

1.2 The Hirer shall indemnify the Church from and against all costs, claims, liabilities and expenses that arise from any loss, damage or injury to the Premises or any fittings or furniture belonging to the

Church caused by the Hirer, its members, clients or participants.

1.3 All Hirers working with children and young people under the age of 18 years, are required to make arrangements for children complying with the Children Act 1998 (<http://www.legislation.gov.uk/ukpga/1989/41/contents>) and consistent with the recommendations in the Code of Practice "Safe from Harm"

(<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/consultations/closedconsultations/keepingchildrensafe/codeofpracticechildren?view=Binary>). It is understood that by signing the acceptance form, the Hirer agrees to implement such a policy.

1.4 The Hirer shall be responsible for securing all licences and permits, including copyright licences in connection with any use of music and any entertainment licence, required lawfully to use the Premises for the purposes intended and shall indemnify the Church in respect of any failure to secure such licence.

### **2. SAFETY AND SECURITY:**

2.1 There may be restricted access to some parts of the Church premises by persons with some kinds of disability. The accessible toilet is located in the Foyer.

2.2 First Aid box is available in the Kitchen.

2.3 Any accidents should be reported by completing an entry in the Accident Book which is located in the kitchen.

2.4 All electric light and gas appliances must be turned off after use, windows shut and outer doors locked. Fire doors should always be checked.

2.5 Fire-fighting equipment is provided and Hirers should acquaint themselves with the location of the facilities in or near the areas in use. If any equipment is used, this should be reported to the Church. A notice advising of the location of fire extinguishers is located in the corridor by the hall.

2.6 All corridors and doorways must be kept free of obstruction at all times.

### **3. BOOKINGS:**

3.1 Each booking should be made through the Church Office:

020 8810 0136 ~ [egcadministrator@btconnect.com](mailto:egcadministrator@btconnect.com) ~ [www.ealinggreenchurch.com](http://www.ealinggreenchurch.com)  
or you may visit in person, current opening times are weekdays 10am - 3pm, apart from Wednesdays which are 1pm - 6pm.

3.2 The rates of hire and arrangements for keys etc., are to be agreed at the time of booking. The hire period is to include 'set-up' and 'clean-up' time. A pricing booklet is available.

3.3 Acceptance of booking only authorises the use of areas of the church building as agreed at the time of booking.

3.4 The Church and the Hirer agree that the bookings may be cancelled on either side by giving 30 days' notice of termination, except in the case of emergencies, when the Church reserves the right to give less notice.

3.5 The Church may terminate the booking at any time before or during the period of hire in the event of any breach of the Hirer's obligations.

3.6 The Hirer acknowledges that the Church's charges for use of its premises are reviewed from periodically, and changes will be notified to regular users before taking effect.

3.7 The Hirer acknowledges that the arrangement is not intended to confer exclusive possession and that no tenancy is intended to be created.

3.8 The premises must be vacated by the agreed time. Hirers are asked to ensure that their members leave quietly to prevent any noise intrusion for local residents

3.9 The Premises must be left in a clean condition. Chairs and tables must be left tidy and the floors swept. Brooms, brushes, pans and general cleaning materials are provided and can be found either in the kitchen or in the cleaning cupboard in the corridor.

The pianos must not be moved, without prior permission from the Church.

There are no parking facilities available on any part of the Church premises.

### **4. USE OF ALCOHOL AND SMOKING:**

4.1 We do not allow alcoholic beverages to be consumed in the premises, except with the prior agreement of Church Council, and under specific circumstances/restrictions, which **MUST** be arranged with the Church Office in advance.

4.2 Smoking is prohibited on the premises

### **5. DEPOSIT FOR HIRE OF PREMISES:**

5.1 A refundable deposit of £50.00 is required in addition to the agreed hire fee, both of which should be paid prior to your event. The deposit will be retained in the event of any breakage or damage, or if further cleaning of the premises after use is required.