



Terms and Conditions of hire

The Hirer shall:

- (a) Leave the Premises clean, tidy and clear of rubbish at the end of the Hire Period;
- (b) Not cause or permit to be caused any damage to:
 - (i) The Premises, Building or any neighbouring property; or
 - (ii) any property of the owners or occupiers of the Premises, Building or any neighbouring property including but not limited to the fixtures and furniture on the Premises from time to time; and shall
- (c) Not obstruct any other areas of the Building, make them dirty or untidy or leave any rubbish on them.

Use of the Premises

The Hirer shall not use the Premises other than for the purposes of the Event.

The Hirer shall not allow betting or gambling in any form nor use the Premises for the supply, sale, or consumption of alcoholic beverages nor for any religious purposes nor for any other purposes contrary to the Standing Orders of the Methodist Conference.

Alterations

The Hirer shall not make any alteration or addition whatsoever to the Premises, not display fix or attach to the Premises in any way (or elsewhere in the Building) any decoration, advertisement, flag, banner, placard, poster, sign, notice or other article without approval.

Public Safety

The Hirer acknowledges that they have been notified of the following matters by the Lettings Steward or received or been shown appropriate notices or instructions on or in relation to:

- (d) the action to be taken in event of fire including the need to call the Fire Brigade and how to evacuate the Premises;
- (e) the location and use of fire equipment; and
- (f) the escape routes from the Premises and the need to keep them clear.

The Hirer shall:

- (g) keep all means of exit from the Premises free from obstruction and immediately available for exit in the case of emergency;
observe all relevant food health and hygiene legislation and regulations in relation to the preparation and serving of any food;
- (h) not bring any highly flammable substances onto the Premises;
- (i) not put up any decorations near light fittings or heaters; and shall
- (j) In respect of Covid 19 to comply with any requirements notified to you by the Church in order to maintain proper safeguarding arrangements and also ensure that the event covered by the letting is conducted in accordance with current government guidance on safeguarding.

End of Hire

At the end of the Hire Period the Hirer shall ensure that:

- (k) the Premises are left in a clean and tidy condition;
- (l) the Premises and all windows are properly locked and secured;
- (m) any items moved from their usual position during the Period of Hire shall be repositioned in their original places to the reasonable satisfaction of the Lettings steward;
- (n) the lights at the Premises, and the rest of the Building if appropriate, are turned off;
- (o) any heating at the Premises is turned off unless otherwise directed by the Lettings Steward; and
- (p) all equipment goods and/or other property belonging to the Hirer is removed from the Premises and/or the Building.

Last edited: August 2020