

**Pentecostal City Mission Church (Birmingham)**  
12 Naseby Road, Saltley, Birmingham, B8 3HE

## **Terms and Conditions for the Hire of the Church Hall**

**Charges:** The agreed charge for the use of the church hall and associated facilities, including kitchen, toilets, tables and chairs:

- £35 per hour (excluding use of kitchen) payable in full at least 14 days prior to the hire date;
- Party package: £160 for four hours, including use of the kitchen, payable in full at least 14 days prior to the hire date;
- A refundable security deposit of £100 is payable at the time of booking. This will be returned to the Hirer, subject to the church hall remaining in the same condition as prior to commencement of the hire. The church reserves the right to retain the whole or part of the deposit should there be any damage to property that the Hirer is responsible for, or if the hire agreement is cancelled at short notice;
- Members of the Church will receive a 25% discount on the hire charges;
- Use of the kitchen must be separately approved and will incur an additional fee of between £5 to £10 depending on facilities used;
- A discounted rate will be agreed for Hirers with regular bookings, for any additional bookings required;

**Access and security:**

- The Church retains control, possession and management of the premises and the hirer has no right to exclude the church from the premises at any time;
- The Hirer is responsible for all setting up and putting away of any equipment used within the agreed booking time;
- Any hiring of the premises will require a responsible person to be present at the beginning and end of the hire period, on the occasion of each hire, to check that the facilities are in order. The premises must not be left unattended during the period of the booking;
- All events are to **finish by 11 pm**, with the premises to be vacated by **Midnight**. The premises will not be available to the Hirer before the beginning of the booking time, and must be vacated 15 minutes after the end of the booking or by midnight, whichever is the earliest;
- The church reserves the right at any time upon giving reasonable notice, to cancel or change any booking should there be any occasion when the hall is required for Church functions or any other exceptional need. In the event of the Church cancelling the booking, all fees/deposit paid by the Hirer will be refunded.

**Alcohol:** alcohol may be consumed with prior agreement, but not sold, on the premises.

**Nominated Responsible person:** The named person responsible for the booking or, his /her nominee must be in attendance during the booking.

**Child Protection:** It is the responsibility of the Hirer to ensure that, where activities are provided for children, a Child Protection Policy is in place and that Disclosure and Barring Services (DBS) checks have been completed for all helpers where appropriate.

**Public Liability Insurance:** It is the responsibility of the hirer to affect whatever insurance he/she requires to cover his/her liabilities. Public liability Insurance effected by the Church does not extend to a hirer's liabilities.

**Accidents occurring on the premises:** all accidents which occur on the premises must be fully recorded in the accident book.

**Loss of or Damage to Personal Property:** The Church accepts no responsibility for accidents, injuries, damage and/or loss of personal property arising out of the use of the premises. The Hirer, with prior permission of the Church, may leave equipment and furniture in the hall at his/her own risk.

**Kitchen:** You are welcome to use all the equipment and crockery in the kitchen. Please return crockery to the cupboards after use and ensure that the cooker is left clean.

**Children must be kept out of the kitchen at all times.**

**Breakages:** Please report any breakages to the Church Warden

**Fire Precautions:** The position of fire exits and extinguishers must be noted by the nominated responsible person. Fire exits are to be kept clear at all times.

**Noise:** Excessive noise is to be avoided, especially loud music. Please bear in mind the close proximity of houses and avoid disturbances to the neighbours.

The Hirer is responsible for the proper conduct and supervision of children and young people attending his/her function and to ensure they do not cause annoyance to anyone in the area. In particular the Hirer must keep noise made by young people and children to a reasonable level and prevent them loitering outside the entrance of the hall and on neighbours' property.

**Smoking:** smoking is not permitted on the premises or in the immediate vicinity of the premises.

**Car Parking:** The use of the Church Car Park is available to the Hirer with prior approval, but is **not** part of the hire agreement.

**Housekeeping:** It is the Hirer's responsibility to ensure the premises are left in a clean and tidy condition and that all rubbish is removed. The hirer should provide tea towels, dish cloths, black bags etc.

**Opening and Locking Up:** The Church representative is responsible for opening the Hall doors, ensuring they are securely locked at the end of the hire period, putting out all lights, checking the toilets to ensure that lights are off and taps are not running and ensuring that no-one remains on the premises.

**Compliance:** The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the Hirer.