



*Our aim is for people to come to Jesus, grow in Him and go out to serve Him.*

## **CONDITIONS OF HIRE OF CHURCH PREMISES**

Bookings are made as follows:

Closing time is 10.30 pm. All functions must finish at that time and the premises be vacated within a half hour.

### **PAYMENT**

Payment must be made in full no later than 14 days prior to booking, or unless agree with the Church office. If the stated hours of the booking are exceeded, additional chargeable fees will be due within 7 days of notification.

The Church Council reserves the right to cancel any booking and in such an event the full payment will be refunded, but the Council will not be responsible for any loss suffered by the Hirer as the result of such cancellation. These occurrences are rare and the Church will endeavour to not cancel any bookings but due to the nature of church life, this may not always be possible.

Payment can be made by cash, cheque (made payable to Emmanuel Church) or by money transfer to the following account-

Account name - Emmanuel Church Tolworth

Bank – Metrobank Kingston

Account number - 18255472

Sort code – 23-05-80

### **USAGE**

The accommodation shall only be used for the purpose for which it is let and the Hirer may not sub-let or assign the booking.

No fixture, decorative or otherwise, shall be affixed inside or outside the Hall or adjoining Church or grounds without the prior approval of the Council.

The Hirer must not in any manner interfere with the electrical or other services to the premises.

The Hirer shall not bring or permit to be brought on to the premises any article which is of an offensive or dangerous nature or which might prejudice the insurance of the building.

The Hirer shall ensure that no excessive noise or other cause for annoyance to the public arises from the use of the accommodation.

The Hirer is prohibited from using any toys, mats, blankets etc... found in the storage cupboard at the back of the hall.



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The Hirer may use chairs and tables, both from within the hall and those found in the storage cupboard at the back of the hall. All tables and chairs must be returned to their original storage location.

If hiring hall for a religious gathering, the Hirer must agree with Emmanuel Church's Statement of Faith.

#### **DAMAGE**

The Hirer shall be liable for any damage to the premises, furnishings or fittings belonging to the Council occasioned by the use of the accommodation.

The Hirer must indemnify the Council against all damage done to the premises, furnishings and fittings, for any breakage or loss of crockery and kitchen ware and for any action or actions for damage or breach of law which might result from the hiring.

#### **GENERAL**

All goods brought into the premises must be taken away at the end of letting and no rubbish or recycling must be left on or about the premises (including the black bins outside the church), which must be left in the same condition as at the commencement of the hiring. Similarly, when alcohol or other drink is brought on to the premises all crates, empty bottles or tins must be cleared from the premises at the termination of the use. If any rubbish and recycling has to be carted away by the Church any costs incurred will be chargeable to the Hirer.

It is the responsibility of the Hirer to ensure that both Emergency Exits in the hall and lounge are unlocked and that the side gate next to the hall is also unlocked for the duration of the hire. Keys for the doors are located on their door frames while the side gate key is located in the key cupboard.

Smoking on the premises is not allowed. Wine and beer are permitted with food but are not allowed to be bought or sold. No foods containing any nuts are permitted on the premises.

The premises must not be used for whist drives, gambling, or bingo, and any entertainment must first receive the approval of the Church Wardens.

The Hirer, or someone authorised specifically by him/her, must be present on the premises during the letting.

A minimum of three days' notice of a booking cancellation must be given.

#### **CHARGES**

	<b>Charge</b>
<b>Hall and lounge</b>	<b>£21.50 per hour</b>
<b>Church</b>	<b>£35 per hour</b>
<b>Hall and lounge hire for children's party</b>	<b>£75 per hire</b>

Charges for period/regular lettings are the subject of special arrangements with the Church Wardens.