

## CONDITIONS OF HIRE

### GENERAL

The Church reserves the right to refuse any booking the actual event.

No booking will be confirmed until a completed booking form is received, together with a deposit. The deposit will only be returned if all the conditions of hire are complied with.

Alcohol is not permitted to be served or consumed on the Church premises or in the Church grounds.

Hirers must not charge for admission, unless an appropriate license has been obtained. have to be made good.

Hirers must have separate and adequate insurance cover for the event.

Bouncy Castle are not permitted on the premises.

Smoking is not permitted on the premises or anywhere in the Church grounds.

Church furniture must not be removed from the premises.

Notice boards and other fixtures and fittings must not be tampered with .

Children must be supervised and controlled at all times.

People". Hirers should read a copy of the Battersea & Wandle Valley Circuit's Safeguarding Handbook and comply with

Hirers must comply with the requests of the Church Caretaker responsible for the event.

### TIME OF HIRE

The agreed time of hire must not be exceeded.

The agreed time of hire must include time for preparation and for clearing up.

Any unforeseen extension to the time of hire will be charged at double the usual rate per hour.

All users must be scheduled to finish and be cleared up by 10:30pm.

### CLEANING

All rubbish must be removed from the premises by the hirer.

All hirer's equipment must be removed from the premises.

Tables must be closed properly and safely, then locked in the closed position and returned to the appropriate storage location.

All Church furniture and equipment must be returned to where it was found.

All windows must be closed after the event.

If the Caretaker has not arrived before the hirer is ready to leave, the premises must be left secured.

The premises must be left clean and tidy.

The hirer must provide their own cleaning equipment and rubbish bags, and take all rubbish away with them. The hirer must be particularly vigilant in removing all food rubbish from the premises.

The hall, stage and kitchen floors must be swept clean and any wet areas washed and mopped.

If used, the table tops, kitchen surfaces, cooker and sink must be wiped/washed clean.

### GAMBLING

that permitted gambling can take place on the premises according to the following conditions:

- The only expenses that can be deducted in connection with the raffle (small lottery) are those of printing the tickets and purchasing prizes.

- The sum expended on prizes must not exceed £50.00.

- None of the prizes may be cash prizes.

- The sale of tickets or chances in the lottery and the announcement of the result must take place during the course of the event (therefore it is not permitted to sell tickets door to door).

- The raffle/lottery must not be a substantial inducement for the persons to attend the event.