

## Hiring Terms and Conditions

### Introduction

The King's Church auditorium and halls, hereafter referred to as the Facilities, are owned and managed by King's Church and we aim to use it to serve the local and wider community.

Hire of the Facilities is only granted upon the acceptance of the Terms and Conditions outlined here.

Please take care to read through the document, especially the section '**Use of the King's Church Auditorium and/or Halls**' which details terms under which extra charges may be levied to the booking fee.

### Ethos

The King's Church Management requires that the use of the facilities is not inconsistent with its values, and to that end the following are not to be made available to others or promoted on the premises. This is not an exhaustive list but indicates our values. If in doubt please ask:

- a) Items that may offend i.e. certain sex related items, nudity, violence
- b) Teaching/beliefs/activities/items which, within our understanding, are in conflict with our Christian values (the occult, spiritualism, the new age etc).

### Code of Conduct

The King's Church facilities are operated under a code of conduct and behaviour as follows:

- a) All people will be treated with dignity and respect at all times.
- b) People's feelings will be valued and respected. Language or humour that people find offensive will not be tolerated (e.g. sexist or racist jokes).

c) No one will be harassed, abused or intimidated on any grounds. Incidents of harassment will be treated seriously and the persons/person causing the offence will be asked to leave the facilities.

d) The King's Church Management expects a high level of good conduct from the users of the facilities. The facilities users/hirers therefore are required to refrain from offensive language and loud/unruly behaviour. The facilities users/hirers will respect the premises, avoid damage to property and unnecessary mess.

Serious breach of the above conditions will result in the offenders being asked to leave the premises.

### **Child Protection**

All persons hiring the facilities are directly responsible for their activities and for ensuring that all children and young people (under the age of 16) who enter are given safe and adequate supervision. It is the hirer's responsibility to ensure that they have in place a suitable child protection policy.

### **Use of the King's Church Auditorium and/or Halls**

The use of the facilities is subject to the following terms and conditions. The person making the booking will be deemed as the "Responsible Person" and must ensure that the following terms and conditions are adhered to.

Please pay particular attention to points **2(a)** and **2(b)** below, as these outline terms under which extra charges may be applied to the booking fee.

#### 1. Application to use King's Church Auditorium and/or Halls

- a) Application to use the centre shall be made to the King's Church Management. A booking can be made by telephone or e-mail. A deposit may be required; this will be confirmed at the time of booking.
- b) King's Church Management reserves the right to refuse any application for the use of any facilities.
- c) King's Church Management reserves the right to cancel bookings when the facilities are considered unfit for the intended use.
- d) Programme content and/or scripts for events such as dramas, concerts and the like must be submitted at the time of booking for approval by King's Church Management before the booking is confirmed. King's Church Management reserves the right to prohibit any event which is considered unfit for the intended

use or contrary to the Centre Ethos or Code of Conduct. King's Church Management reserves the right to cancel any events where changes to the agreed programme, course or script are made and not notified to King's Church Management.

- e) Regular bookings will be reviewed every 6 months and King's Church Management reserve the right to end any long term booking agreement provided the hirer is given 2 months' notice.

## 2. Bookings

- a) The amount of time booked must include any time required to set up and clear away. Access to the facilities outwith the booked time may not be granted.
- b) An additional charge will be levied for any extra time spent in the facilities outwith the originally booked slot. The rate will be 1.5 times the previously agreed hourly rate.
- c) An extra charge may be levied if the rooms are not left in a reasonable state of cleanliness and/or layout once the booking is finished.

## 3. Payments

- a) Private Individuals and First Time Hirers  
Room hire must be paid for in advance of the booking. An invoice will be issued as soon as the booking details are confirmed.
- b) Other Hirers  
Payment is to be made within 14 days of invoice unless other prior arrangements have been made with the King's Church Management.

## 4. Cancellations

Cancellations received within 2 working days of the commencement of hire will be charged at the full cost of the room hire.

## 5. Damage

The hirer will be held responsible for any damage caused during the period of hire to any part of the facilities, site or property both internal and external. Any damage caused by the hirer or the hirer's guests must be paid upon receipt by the hirer of the total cost of repairs or replacements.

## 6. Insurance

- a) The building has Public Liability Insurance. There is no cover arising from any action or negligence by the hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third party claims, any loss/damage to the hirer's possessions, or any loss/damage to the facilities and its furniture, equipment and fittings resulting from the hire. This insurance cover should not be less than £2 million.