



## Terms and Conditions

Below are the conditions of hire that are to be met. Failure to adhere to these conditions will result in extra charges plus loss of deposit.

### 1. Maximum Capacity

Every room available for hire has a maximum capacity. Please acknowledge these numbers, and on no account shall these figures be exceeded.

### 2. Payment Terms

A 50% deposit is required to secure your booking. Full payment must be received a minimum of 2 week in advance of your function. Failure to pay will result in your booking being cancelled. *Please email account name, sort code and account number to [accounts@elimleytonstone.org](mailto:accounts@elimleytonstone.org) for the account you wish for your refund to be returned to. Refunds will be processed in 14 working days after the event date.*

### 3. Cancellation

3a. The Hirer may cancel any booking made provided written notice of cancellation is received by us at least 30 days before the first date of the hire period.

3c. Where any written notice of cancellation is received by us between 29 and 10 days before the first date of the hire period, then 50% of the hire charges and any additional charges agreed at the time of booking or amended thereto, shall remain payable by the Hirer.

3d. Where written notice of cancellation is received by us less than 10 days before the requested date of hire (or first date of the hire period) or where no written notice of cancellation is received by us, then 100% of the hire charges and any additional charges agreed at the time of booking or amended thereto, shall remain payable by the Hirer.

3e. In the event of any cancellation or termination of the hiring, no liability shall fall upon us in respect of any loss sustained or expenses incurred by the Hirer or any other person as a result thereof. We advise Hirers to be insured against such loss.

If we suspect a hirer to be using a facility for an illegal or immoral purpose we have the right to cancel your booking and any subsequent bookings. If a booking does not align with Elim Church Leytonstone values the Church has the right to refuse the booking and subsequent bookings.

### 4. Hiring Period

The hirer must only enter the premises at the agreed times and must vacate the premises on time, at the expiration of the hiring period. The hirer must ensure that they only use the facilities they have hired failure to do so will incur charges.

### 5. Wedding Blessings

If a wedding blessing is desired, we can only provide this service on the basis that the couple are already lawfully married. We would require proof of marriage in advance of securing the booking. If the couple are yet to get married, but will be lawfully married before the date requested, we would require that the couple providing us with:

1. Proof of their appointment with the Registry Office to Give Notice for Marriage
2. Proof that Marriage Licenses have been approved
3. Photographic evidence of their Marriage Certificate

#### 6. Safety Requirements

No activity that can endanger those present or in the vicinity is permitted, nor activities that invalidates the insurance policies relating to it and its contents. In particular:

- Performances involving danger to the public are not permitted
- The use of unauthorised heating and cooking appliances on the premises is not permitted
- All electrical appliances or equipment brought into the building must be fully compliant with the Electricity at Work Regulations 1989, and display a current PAT test identification marking or certificate of electrical safety. Elim Church Leytonstone disclaims all responsibility for claims and costs arising out of any such equipment which does not comply.
- A First Aid box is to be kept readily available for all users of the premises although it will be the responsibility of the user to ensure that arrangements for adequate first aid cover are met. If anything is used from the first aid kit it is the hirers responsibility to inform Elim Church Leytonstone.
- Extra Furniture, staging and equipment cannot be brought into the building without the express written permission of Elim Church Leytonstone and must meet all safety requirements as appropriate.
- Elim Church Leytonstone will not be liable for any injury to the hirer or any of their attendees except where caused by negligence of the church.

#### 7. Fire Safety Procedures

The lead hall hirer must ensure that all fire procedures are followed. They must ensure the following:

- That no exits, gangways or emergency exits are obstructed.
- Fire doors must remain closed and free from obstruction at all times.
- That they take responsibility for ensuring that any person with mobility issues, impaired hearing or eyesight is assisted by a nominated person in the event of an emergency evacuation.
- That they make all attendees aware of the evacuation procedures and that evacuation procedures are followed at all times.
- Fire-fighting apparatus is kept in its proper place and only used for its intended purpose; only trained persons are to use the fire extinguishers.
- The use of any fire fighting apparatus must be reported to Elim Church Leytonstone as soon as practical.
- The Fire Brigade (999) is called to any outbreak of fire, regardless of size, and details of the occurrence are to be reported to Elim Church Leytonstone as soon as is practical.

- Highly flammable substances shall not be brought into, or used in, any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected, temporarily or permanently, without the consent of Elim Church Leytonstone.
- The following items are prohibited:
  - o Candles
  - o Incenses sticks or shisha pipes
  - o Barbeques
  - o Any item with a naked flame

It is the responsibility of Elim Church Leytonstone to ensure that the hirer is informed of the evacuation procedure of the premises and familiar with the fire-fighting equipment available. Any hirer who has not received such information or instruction shall inform Elim Church Leytonstone without delay.

#### 8. Supervision

The hirer or other person in charge on the day shall not be under the age of 18 years, and shall be on the premises for the entire period of hire or duration of activity. They must not be engaged in duties or activities that prevent them from providing general supervision.

Where there are 100 people and over, it is required that there be two persons on duty to provide general supervision, both of which should not be under the age of 18 years.

#### 9. Licenses and permissions

It is the responsibility of all independent user group to check whether they require licences or permissions for its activities, including the following and, if so, to make the appropriate arrangements:

- Showing films and videos.
- Performance of copyright music
- Royalty fees for performance of plays.
- Making recording of musical or literary works (Mechanical-Copyright Protection Society)
- Use of minibuses

#### 10. Storage

The express written permission of the Elim Church Leytonstone must be obtained before goods or equipment are left or stored on the premises. Hirers and Affiliated Groups are reminded that they are themselves responsible for insuring their own property when in the premises. Any item left without permission will be disposed of at earliest convenience and deposit at risk.

#### 11. Property

Elim Church Leytonstone cannot accept responsibility for damage to, or the loss or theft of, property and effects belonging to any user of the building or car park.

## 12. Noise

Hirers and organisers of Facility events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for nearby residents either during the event or on attendees' arrival or departure.

## 13. Children and Young People

Care must be taken to safeguard the wellbeing of children, the young and vulnerable people, and it is the responsibility of all users of the building to make every effort to ensure that they receive the necessary care and attention, and are protected from coming to any harm.

All work with children and young people under the age of sixteen organised by any user groups of the Elim Church Leytonstone must comply fully with the requirements of The Children Acts 1989 & 2004, 2014 Care Act (and such further legislation as may be enacted) or, where applicable, with the Home Office Code of Practice Working Together to Safeguard Children (2015).

It is the Hirer's responsibility to ensure that only fit and proper persons have access to children and adults at risk.

## 14. Supply of Food

Only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises (Registration) Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Environmental Health Department and can demonstrate this are permitted to make and sell food on the premises.

Food and drink are not permitted to be consumed or distributed in the foyer or in the main hall.

## 15. Alcohol & Smoking

Alcohol and smoking are not permitted in any part of the premises inside or out.

## 16. Security

All use of the premises and facilities is subject to the hirer accepting responsibility for all areas used to be returned to the state in which it was received, including returning all furniture and equipment to their original position, and for security doors and windows of the premises.

## 17. Insurance

All hirers using the facilities are responsible for providing their own insurance and ensuring they have the correct insurance in place for the activity taking place. Should a risk assessment be required the hirer will need to ensure they have one in place, Elim Church Leytonstone may request a copy of this risk assessment.

## 18. AV Equipment

AV equipment will be operated by an Elim AV Technician. AV equipment is not to be operated by any other person. Independent AV equipment may be brought in and be operated by the hirer or subcontractor, subject to clause 5.

## 19. Cleaning

All waste shall be cleared away and placed into the external refuse bins. Waste that will not fit into the external bins is the responsibility of the hirer and is to be removed from site and not left on the floor. Excessive rubbish created by larger events will incur additional costs if an additional refuse collection or additional cleaning is required.

#### 20. Damage

No bolts, screws, nails or tacks shall be driven into any part of the premises. The use of adhesive substance such as sello-tape, blue-tac and glue sticks is also prohibited. The hirer shall pay Elim church Leytonstone for all damage to the facility as a result of the unauthorised use of fixings.