I, The Hirer have read, understood and are bound by the following Conditions of Hire:

**The Hirer**

* + - * **Will** arrange to **collect key(s)** from the **Church office prior** to the event within Office Working Hours
      * Is liable for **any** accident or injury which arises out of your activities whilst using our premises.
      * Is liable for **any** damage caused to the premises, furniture and fittings arising from the hire period
      * Will report **all** damage and breakages to the Church Office and report all accidents in the Accident Book
      * Will provide written confirmation of their **public liability insurance** cover to the Church Office.
      * Will provide their own accident insurance cover
      * Will provide a copy of their **Risk Assessment** with the booking form if the booking is on behalf of an organisation
      * Indemnifies the PCC for any expenses incurred as a result of the hiring, including claims for infringement of copyright
      * Has read the **Fire Safety Regulations and Procedures** relating to the premises (found in rooms 1,2,4 above the fire extinguishers) and identified fire exits
      * Has read the **food safety regulations** (in food folder in tall cupboard) and take **responsibility** for **all food preparation, cleanliness** and **food allergens**.
      * Has read and will abide by Holy Trinity Safeguarding Policies to ensure that if **children** and/or **vulnerable adults** are present anywhere on church premises, they are protected and always supervised
      * **Will not** bring in any alcohol onto the premises without prior written consent from the Vicar
      * **Will not** smoke **nor** vape anywhere on church premises
      * **Will supply, use** and **take away** their **own** tea, coffee, milk and sugar, tea towels, pots and pans, flipcharts and projectors.
      * Will leave the church hall, toilets and kitchen in a clean and tidy condition, empty all bins and **replace** new bin liners
      * Will check that **all** windows and doors are **shut** and all **lights** are turned off before leaving the premises.
      * Will remove **all items** brought into the premises (e.g unsold jumble). The PCC will charge a fee of £50 for anything that has not been removed.
      * Should address any comments or complaints about the facilities should be made to the Church Office in writing within 7 days of booking. Anything that cannot be resolved may then be raised with the Church Wardens.

**HOLY TRINITY PCC:**

* + - * take no responsibility for injury, accident or death to any person or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises during the hire period and take no responsibility for the safety or security of private property.
      * cannot be held responsible for injury or damage caused by incorrect use of any church equipment.
      * have no Accident Insurance cover included in the hire of the premises.
      * do not allow any portable electrical equipment to be brought onto the premises that enable cooking, including fat fryers, air fryers etc.
      * cannot book tables and or chairs unless requested and agreed upon prior to booking.
      * will allow the use of portable electrical equipment, AV and laptops
      * do not allow any form of gambling including tombola, bottle stalls or raffles.
      * requires the use of the building to be in line with the objectives and activities of the church as agreed with the Charity Commission.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**