

## Terms Conditions and regulations for hire of The George Street Centre

**Definition** - All references to Grace Church means the leadership team of Grace Church, the Leaseholders of the Premises and the parent charity Kings Church Cockermouth 514051 and its trustees

1. **The building will be opened & closed by a member of staff.** (Unless another agreement is made)
2. **The building is hired on the understanding** that any member of staff has the right of entry at any time to the area hired.
3. **The times booked** should be adhered to at all times or further charges will be applied.
4. **The hired room, kitchen and toilets** is the only area to be used by the hirer and accepts all other rooms will be either locked or classed as out of bounds unless a request is made.
5. **Regular hirers** must pay monthly in advance. For all other bookings the balance must be paid 1 week prior to the day of the session.
6. **The building cannot be hired any longer than a 3 month period.** Longer term use can be agreed as a roll on 4 week agreement.
7. **You will have non-exclusive** use of the building which means that other groups or people will/might be using the building during your time of booking. Including church staff members.
8. **Parking** – hire includes use of the building car park. However, spaces are limited and we cannot guarantee a space for all your group. We will not accept any liability for any accidents, damage or loss incurred while on the car park.
9. **Conduct** – The hirer will be responsible for the proper conduct of persons using the premises.
10. **Loss of property** – Grace church does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the building is being hired.
11. **Fire Risks** – The hirer should make themselves familiar with the fire procedures for the building (located by each fire escape) and inform staff member at the time of booking of any factor which involves extra fire risks.
12. **Insurance** - The Hirer must have adequate Public Liability Insurance (PLI) to cover against and all claims that might arise from an accident, injury or loss caused by any of the hirer's actions whilst on Grace Church property. Grace Church will not be liable for any of the hirer's actions or inaction in regard to such a claim. A certificate for PLI must be seen before booking can continue. Any such incidents should be reported to Grace Church
13. **All groups should ensure that they legally comply** e.g. **DBS** checks. The church takes no responsibility for this and recommends that, if unsure, you seek appropriate advice.
14. **Damage** – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused.
15. **Sale of alcohol is strictly prohibited.**
16. **No smoking allowed** within the building. However, an outside area will be designated for smokers.
17. **The hirer accepts these terms and conditions** on the basis that he/she as named will be held fully responsibility during the hire period.

**Group Name**.....

**Print Name**.....**Signature**.....

Grace Church is part of the registered charity Kings Church Cockermouth No 514051. Registered address 15 Station Street, Cockermouth, CA13 9QW