



Premises Terms and Conditions of Hire

1. BOOKING

All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

2. SUPERVISION AND RESPONSIBILITY

The Hirer will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.

3. COMPLETION OF HIRE

At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy. Should this not be complied with Walmer Parish Churches PCC reserves the right to make an additional charge, which may be deducted from the deposit paid.

4. CHILD PROTECTION

In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.

5. PARKING

The hire of the premises does include the use of parking facilities. Disabled parking is available at the front of the building by advance appointment. Loading and unloading at the front of the building are permitted, but otherwise no public parking is available at The Grange. There is a public car park within 1 minute of the Grange.

6. SMOKING

There is a designated smoking area at the front of the building. Smoking is only permitted in this area and the hirer is responsible for ensuring all parties use the ashtray provided.

7. EMERGENCIES and SECURITY

Fire procedure notices and emergency exits are clearly visible to users. Extinguishers are provided throughout the building. The on-site First Aiders are identified on first aid posters throughout the building. A first aid box is available on request. All accidents must be reported to Trust staff immediately.

Each member of the hiring group should sign in on each arrival and each departure. This is the responsibility of the room hirer and is for fire safety purposes.

Main access is through the **front** door of The Grange, which will be left unlocked whilst users are inside the building. The side and back doors are only available as fire exits.

The rear of the building is accessible to Trust staff only, except in case of emergency. Trust staff will inform the room hirer whether a fire alarm test is due. If not, the fire exit procedures must be followed as advertised. The room hirer must ensure that the signing-in sheet is accurate and bring this to the fire assembly point. The hallway, landing and stairs must be kept clear of furniture and rubbish in order to keep fire evacuation routes accessible at all times.

Fire assembly point: Bottom of front drive, The Grange

8. DAMAGE

The Hirer shall indemnify the Alfred Gillett Trust for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.

The Hirer shall not interfere in any way with fittings or fixtures on the premises.

It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.

9. INSURANCE

The Hirer acknowledges that the loss of any items left unattended is not covered by the Alfred Gillett Trust.

10. CANCELLATION

If the Hirer wishes to cancel the booking before the date of the event and the Alfred Gillett Trust is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Alfred Gillett Trust.

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired the Alfred Gillett Trust shall not be liable to the Hirer for any resulting loss or damage whatsoever.

11. OPENING HOURS

The Trust is available for hire Monday to Friday 8.30am to 5pm. Any bookings outside of these hours may be accommodated for an additional cost.

12. PAYMENT

The Trust will issue an invoice upon completion of the booking. Payment terms are 30 days.

13. EQUIPMENT

Use of the projector in the Conference room is included in your booking. Use of one flipchart per booking is included in your booking. Any additional equipment can be booked for the following fee(s):

- Flipchart £10 per booking
- Projector £30 per booking

Additional equipment can be sourced for a further cost.

14. DIY ROOM HIRE

Rooms can be hired on a room only basis for a reduced fee of 20% of normal room hire fees. All preparations (including room set up) and cleaning must be conducted by the hirer. A small basic kitchen will be available for you to prepare your own refreshments and catering which must be cleaned after use. There will be no on-site assistance for this arrangement.

15. DECLARATION:

I have read and agree to the terms and conditions of the Alfred Gillett Trust.

Signed: Name:
Date:

Please note: Agreement to these terms and conditions will apply for any future bookings you make with the Trust. You will be advised in advance of any changes to these terms and conditions.