

## Terms and Conditions of Hire

1. The Team Parish of Louth reserves the right to amend these terms and conditions at any time. Hirers will be informed of any changes to the terms and conditions prior to their coming into effect.
2. An agreement between the Team Parish of Louth and the Hirer is made upon completion of the booking form, and signature by persons authorised by the Team Parish of Louth and the Hirer.
3. Half of the total hire fee is payable on receipt of the booking form as a deposit that is not normally refundable. The total hire fee includes room rental charges for the booking, and any booking extras such as food provision or refreshments. The total hire fee is due before the booking commences, unless an agreement for an alternative payment method has been made. For private parties, the full hire fee is payable upon receipt of the booking form.
4. The Hirer should give as much notice as possible of any cancellation. If the cancellation is less than fourteen days before the booking, half the booking fee will normally be charged. If a booking is cancelled on the same day as the booking was due to commence, the hirer will incur an additional charge of £5.
5. There may on occasion be a special service in the worship space during the booking period and revisions to the booking may need to be made. The Hirer will be contacted as soon as any such potential conflict arises and every attempt will be made to minimise any disruption to the booking arrangements. The Hirer will have no recourse against the Team Parish of Louth in these circumstances.
6. The Hirer is permitted to use the space booked for the period of the booking for the activities and the number of people detailed in the booking form. The Hirer is not permitted to occupy other spaces, exceed the booking time, change the activities or exceed the numbers of people specified on the booking form without first obtaining the written agreement of the Team Parish of Louth.
7. The Team Parish of Louth will provide heating for the room(s) booked by the Hirer between mid-September and the beginning of May. Central heating will be provided if the weather is particularly inclement during the summer period, this will be the decision of the Centre Administrator. Should any additional heating be specifically requested for a booking between 1<sup>st</sup> May and 15<sup>th</sup> September by the Hirer, this may incur a charge in addition to the booking fee.
8. An overrun of the booking from the pre-booked times, whether or not previously agreed, will incur an additional cost equal to the session charge. Any overrun of the booking from the agreed booking times, occurring after 10:30pm, will incur an additional cost equal to double that of the session charge.
9. Any overrun beyond midnight breaches the terms of the public licence for the Trinity Centre. Any such overrun will incur an additional charge of £100, and the Hirer agrees to meet any and all costs incurred by the Team Parish of Louth as a result of the breach.
10. The premises must be left in a clean and tidy state. Kitchen surfaces must be clean and the cooker must be cleaned after use. For hygiene reasons, the floor must be washed if food is consumed.
11. Damage and/or breakages must be reported immediately. Any cost of repair or replacement for damage or breakages caused during the booking session will be charged to the Hirer.
12. No alcohol is to be sold on the premises.
13. Smoking is not permitted anywhere in the building or near the entrances.
14. The Team Parish of Louth is not responsible for any loss or damage caused to persons using the Centre.
15. The Hirer's equipment may not be stored in the Centre without prior agreement. Equipment storage will be provided for a negotiable charge.
16. The Hirer must provide a person in charge who shall not be under 18 years of age and shall be on the premises for the entire period of the booking. He/she shall not be engaged in any duties that prevent him/her from exercising general supervision. He/she must be informed about the procedures for reporting accidents, evacuation of the premises, fire drills and contact with emergency services. He/she must also know the location of fire-fighting equipment, the First Aid box and accident book.
17. It is the responsibility of the Hirer to provide sufficient fit and proper persons to supervise when children are present.
18. Obstructions must not be placed in gangways or exits, nor in front of emergency exits. Decorations must not be fitted to or near lights or radiators.
19. Electrical equipment brought into the Centre must comply with the Electricity at Work Regulations 1989.
20. Any plate donations left at funerals for other causes will have 10% or £10 (whichever is greatest) donated to the Church Centre DCC. If there is no named cause, all donations will go to the Church Centre funds.