

TERMS AND CONDITIONS FOR HIRERS

1. On behalf of the Trustee, acting in accordance with a resolution of the Church Meeting passed on 21 March 2021, the Church hereby grants to the Licensees permission to use, at the time and subject to the terms set out below, space within the building known as Downing Place United Reformed Church, Downing Place, Cambridge CB2 3EL ('the Premises')
2. The times of use and the areas to be used will be as agreed between the hirer and the Church Administrator.
3. The Licensees may use such corridors as are necessary for access to the assigned room together with the kitchen (if booked) toilets, all of which may from time to time also be in use by other people on the Premises. The Licensees should only enter and use the room(s) which have been assigned to them.
4. All articles belonging to the Hirer must be removed from the Premises at the end of the period of use. No storage is available on the premises for Hirers.
5. The Church accepts no liability for any loss of or damage to any property of the Licensees on the Premises.
6. The Church reserves the right:
 - (7.1) In certain circumstances, to cancel a booking on any occasion when necessary for reasons outside its control. The Church will give as much notice as is practicable on such occasions.
 - (7.2) In certain circumstances, to cancel any booking at the same time as a funeral service in the church building which has to be arranged at short notice, if the booking would occupy the same space or create noise likely to disturb the service. Where possible, alternative accommodation on the Premises will be offered or the Licensee will be given the option of rescheduling the booking.
8. Invoices will be issued one month before the event, and must be paid before the event takes place.
9. The Licensees are responsible for leaving the assigned room, corridors, kitchen (if used) and toilets, in a clean and tidy state after each period of use. Tables and chairs must be stacked safely in their designated storage areas. Under no circumstances should any furniture or other items be left in corridors or exit ways. The Licensees must ensure that on leaving the premises all heaters, lights and taps are turned off, windows closed and the outer doors closed and securely locked.
10. Rubbish, including all waste food, from the Licensees' event(s) must be removed from the Premises by the Licensees and not put in the Church's waste bins.

11. The Licensees may be given keycodes for entry to the Premises and the space to which this Agreement relates. Keycodes will be given to nominated individuals acting for the Licensees, and may be shared only with other individuals named in advance to the Bookings Administrator. Any breach of keypad security must be reported immediately to the Church.
12. The entire Premises are a no smoking area.
13. The Licensees are responsible for keeping all corridors and doorways used by the Licensees free of obstruction during the Licensees' use and on leaving the building.
14. The Licensees have read the procedures for the evacuation of the Premises in an emergency in compliance with the Regulatory Reform (Fire Safety) Order 2005. They accept that, during their use of space on the Premises as permitted by this Agreement, they will be in occupation and control of that space within the meaning of the Order and responsible for nominating competent persons to implement such evacuation procedures.
15. The Licensees are responsible for carrying out a risk assessment for their activities.
16. The Licensees:
 - a. join in making the following affirmation taken from the Church's Safeguarding Policy Statement:

'We affirm the importance of ensuring the safety and welfare of all who come to our church premises, or who are involved in any way in any of the activities of the Church. This commitment applies to everyone regardless of age, gender, ethnic identity, disability, sexual orientation, religion or belief, economic resources, or marital status (marriage/civil partnership/single/widowed)'.
 - b. acknowledge receipt of a copy of the Church's Safeguarding Policy Statement, and will adopt it as theirs for the duration of this Agreement
17. The Licensees are responsible for ensuring that any equipment brought to the Premises in connection with the Licensees's events will be suitable and safe for use on the Premises and will be used in a safe manner without damage to Church property.
18. The Licensees are responsible for taking out Public Liability Insurance to cover against any claim made against them in respect of any activities that they are responsible for, any equipment they bring on to the premises or any damage to

Church property. A copy of the certificate or other satisfactory evidence of such insurance must be produced to the Bookings Administrator on request.

They may also wish to insure their equipment against loss, theft or damage. The Licensees undertake to keep the Church indemnified against all actions, claims and demands arising in any way out of, or due directly or indirectly to, the Licensees' use of the premises. This includes any failure to obtain any copyright or other licence required for the Licensees' events. The Licensees are jointly and severally responsible for the actions of the members and guests of their organisation.

For private events organised by individuals, which are not open to the public, arrangements may under certain circumstances be made directly with the Administrator for a Hirers Extension to the Church's policy, for which a charge will be made.

19. This Agreement may be terminated by the Church with immediate effect in the event of any breach considered by the Church to be sufficient reason for terminating this Agreement without notice.

20. This Agreement may be cancelled by written notice from the Licensees

- a. one calendar month or more before the date specified in clause 2, without charge to the Licensees, or
- b. between one calendar month and 48 hours before the date specified in clause 2, in which event the Licensees will be liable to pay one quarter of the fee specified in clause 8.

If no cancellation is received 48 hours or more before the specified date, this Agreement will remain in force and the Licensees will be liable for the full specified fee.