

# Chandlers Ford United Reformed Church

## Conditions of Hiring (Jan 2017)

### Safety & Security

Under the Health & Safety Acts, you as the organiser are legally responsible for the safety of all involved in your meeting/function, where appropriate, you should prepare your own risk analysis. You are required to sign our Risk assessment form and return it with this form.

- You must ensure that you know where the fire extinguishers are and that everybody understands how to leave the building in an emergency. You must also be aware of the special provisions for assistance of the disabled. There is a fire alarm & emergency lighting system covering the whole premises. In the event of an evacuation you should contact David Dunsire on 07947046456
- The First Aid box and Accident book are in the marked Kitchen cupboard. Any accidents must be recorded and reported to David Dunsire.
- Organisers must report any safety hazards that they notice or they may be liable for any subsequent accident.
- On leaving, please ensure that all windows are securely closed and that all internal fire doors are closed. Always lock the outside door unless you are absolutely sure there are other people still using the premises. (It is always possible for those inside the building to get out.)
- The church has a policy to protect children & vulnerable adults. It expects its users to have similar policies as appropriate
- *It is illegal to smoke in these premises. The drinking of alcohol is not permitted.*

### Insurance

There is full insurance cover for all Church activities on site but for non Church activities we only have Public Liability Insurance. This means that only accidents caused by the negligence of Church Officers are covered. You should ensure that you have any necessary insurance of your own to cover liability to the public and to the Church. The Church accepts no liability for loss or damage to hirer's property.

### Use of the kitchen

No charge is made for the occasional cup of tea or coffee. For more than this, the appropriate fee should be paid to the Hall letting Secretary. Crockery should be washed & replaced in cupboards. Any breakages should be reported to the Bookings secretary and paid for. You must also provide your own tea, coffee, milk etc. Any such items in the cupboards belong to other hall users. **You must bring your own drying up cloths.**

### General Conditions

- **Setting up before and clearing up after your meeting / event must be done within the times that you have booked.**
- The premises must be left clean and tidy, please return furniture to previous position. Brushes etc can be found in the Store off the entrance area.
- All rubbish must be taken home.
- Please switch off the Mansfield Hall heating using the wall switch provided. Radiators valves in the Upper room or Frith Hall should be moved to number 1.
- The church reserves the right to cancel any booking giving not less than 24 hours notice

• Hiring Charges - per hour

Mansfield Hall (large)  
£ 13

Frith Hall / Upper room / Rainbows room  
£ 8

There is a charge of £10.00 for use of tables, crockery & kitchen.

**Please make cheques payable to Chandler's Ford URC**

Full payment should be made at least two weeks before the event

Bookings should be made through the Hall Bookings Secretary. —

Mrs Christine Hardwick  
1 Clausentum Close  
Chandlers Ford, Eastleigh, Hants  
SO53 2AQ  
Tel: 023 80253432  
Christine1hardwick@gmail.com

**Please sign and return this document and keep a copy for reference**

**I accept these conditions & undertake to abide by them**

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

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**Date of booking** \_\_\_\_\_ **Time** \_\_\_\_\_

**Cost** \_\_\_\_\_

**Please contact me in the week before the party and arrange to collect a key for which there is a £20 returnable deposit.**

**Name of Hirer** .....

**Address** .....

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**Telephone no.** ..... **e-mail** .....