



# KING'S CHURCH

## King's Church Community Room Hire

Licensor: King's Church Cambridge, 49-53 Tenison Road,  
Cambridge, CB1 2DG Charity number: 1054329

Hirer \_\_\_\_\_

(Address) \_\_\_\_\_

For the Hire of \_\_\_\_\_

Date(s) of Use \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

Function Use \_\_\_\_\_

### Terms and Conditions of room hire from 10th February 2017

#### 1. Hire Charges and Payments

King's Church Community Rooms hire charges are as follows:

##### Room 1 or Room 2

£20.00 per hour (business)

£15.00 per hour (non-profit organisation / private)

##### The Lounge

£25.00 per hour (business)

£20.00 per hour (non-profit organisation / private)

**Note:** Set up and clearing away time is to be included in the total hours booked. Unless otherwise agreed, all bookings are to be paid for in full, in advance (by cheque, BACS payment or cash) by the date stated on your invoice.

A group or organisation that has previously cancelled a booking at King's Church Community Rooms without seven days' prior notice may be required to pay in full in advance.

## **2. Cancellation**

Cancellation must be received in writing or by email.

If cancellation is outside 28 days of the event then a full refund will be given.

If cancellation is between 28 – 7 days of the event then a 50% refund will be given.

Cancellation 7 days or less there will be no refund given.

## **3. Fire and safety:**

In the event of a fire please follow the instructions posted on the **Emergency Notice** at King's Church.

The Hirer will be responsible for the health and safety of clients whom they invite onto the premises, and that fire and safety regulations are observed while using the building; that fire exits are kept clear and that all fire doors remain closed. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the user in full.

The Hirer must familiarise themselves with all Risk Assessment information and the fire evacuation procedures and the location of fire exits in the building in consultation with the church administrator at the time of booking. The Hirer should ensure that they are conversant with the emergency procedure before inviting clients to the premises.

4. There is a strict No Smoking and No Alcohol policy on the premises. Any use of illegal substances, gambling; or the production or distribution or showing of pornographic material or offensive video recordings within the venue; or any illegal activity on site will lead to the termination of the agreement and the use of the premises.

5. Rooms to be left in the condition in which they are found. All rubbish to be kindly removed or placed in bins provided.

6. Any costs incurred for breakages, damage or theft of property shall be charged to the Hirer.

7. If the activity involves strenuous physical movement, the Hirer shall affect Public Liability insurance cover for their use of the premises as advised by their Insurer / Agent.

8. The Hirer shall ensure compliance with all relevant legislation and protection policies where there are young persons or vulnerable adults present.
9. The Hirer shall not bring onto the premises any portable electrical appliances without first obtaining permission from the church administrator at the time of booking. Any such appliance must carry a PAT electrical testing certificate.
10. No object required to be lit by a naked flame must be used on the premises at any time. Any damage caused by failure to comply with this condition of use will be chargeable to the Hirer.
11. King's Church Cambridge shall not accept liability for damage to or loss of property or for personal injury not caused by their negligence.
12. If any wheelchair users are attending the Hirer's event, a person should be appointed to assist them in the event of an emergency.
13. Use of the kitchen area is possible but to be agreed in advance with the church administrator. No use of the "Kingdom Coffee" counter or equipment is permitted at any time. Access to the upstairs worship auditorium is not permitted at any time without the strict prior consent of the administrator and charity's trustees.
14. At all times to use the property in a proper manner and not to cause nuisance to any other occupier of the building or to any other person or neighbours to the property.

Signed by the Licensee

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Dated \_\_\_\_\_

Signed by the Hirer

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Dated \_\_\_\_\_