



greenleaf rd.
BAPTIST CHURCH

4 Greenleaf Road, Walthamstow, London E17 6QQ

TERMS AND CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. For a booking to be provisionally booked the User must complete a Hall Hire Application Form.
2. For singular bookings the agreed fee for the use of the accommodation must be 50% paid in advance and 50% seven days before the hiring together with a deposit of £50. The deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture or equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.

For regular Users a deposit of the first 2 weeks of hire fee (if a weekly letting) or first month's hire fee (if a monthly letting) must be paid in advance in order for the booking to be confirmed.

3. Cancellation charges will apply to singular bookings as follows:
Up to 21 days before the event, £50 charge;
Within 14 days of the event, 50% of the hall hire fee;
Within 7 days of the event, 100% of the hall hire fee.
4. Ongoing hall hire fees for regular Users are issued on a monthly basis; these fees should be paid within 2 weeks of invoicing. Cost of all breakages, damage to property or persons caused during the hire is the responsibility of and to be paid for by the User.
5. Invoices should be paid by cheque or bank transfer, made payable to 'Greenleaf Road Baptist Church'. Please note the church cannot accept cash payments.
6. The church retains control, possession and management of the accommodation and the User has no right to exclude the church from the premises.
7. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
8. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
9. The church may be entitled at any time on giving reasonable notice to the User require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building.
10. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring. The User must ensure that all halls and rooms used are tidied after use and all rubbish is removed from the premises.



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11. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed.
12. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church. A separate fee will be charged for the provision of any agreed storage facilities.
13. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
14. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
15. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
16. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
13. We require all external groups working with children, young people or adults at risk on church premises to provide confirmation of up to date safeguarding policy and procedures in line with national government guidance.
17. No Party Political meetings to be held.
18. No religious meetings or activities to be held. No religious material to be brought to the premises including books/leaflets, other than those previously approved in writing by the church. Any practice which would be against the beliefs or values of Christianity is also prohibited, (for example, literature on horoscopes/ occult literature or items/s should not be brought onto the premises).
19. The car park can be used during the time of the hire of the hall. The first car park space (nearest the church hall) should be left clear for church use.
20. No nuisance or annoyance to be caused to other users of the premises or to occupiers of adjoining premises.
21. Adequate insurance cover is to be obtained by the Hirer for Employers where appropriate and/ or Third Party Liability. Neither the Church nor its Trustees can accept any responsibility of liability whatsoever for any claim of loss or damage to property belonging to the Hirer or to any persons using the premises as a result of the hire.



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22. Any requirement of the caretaker or appointed person representing the Church, in connection with safe of compliance with these conditions must be instantly acted upon.

- We reserve the right at our discretion to change the Conditions of Hire and to terminate any agreement at short notice if deemed necessary.
- Charges for the use of the premises will be reviewed by the Church periodically. Any change will be notified in writing with at least six weeks' notice being given to the group secretary.
- Each group will be held responsible for the general maintenance and upkeep of the room/ hall when in use and is courteously asked to vacate it in the way it was found. We require six weeks' notice in writing of termination of this agreement.