**Terms and Conditions for Hall Hire**

1. **Safeguarding.** Every hirer will receive a copy of our safeguarding policy and is required to sign a safeguarding form as it is concerned with keeping everyone safe on the on the premises.

This also confirms that the hirer agrees to comply with these Terms & Conditions.

1. **Deposit**. The booking will be confirmed on the return of the completed safeguarding form and the deposit. We ask for a deposit of £100 or £150 (depending on space hired) to secure the booking. This will be returned after the booking if no damage is caused and the halls are left in a satisfactory state in accordance with all the conditions of hire and the hall is vacated at the agreed time. Please pay this deposit by cash or cheque (made payable to ‘New Malden Methodist Church’) for ease of return.
2. **Payment.** The full hire charge should be paid on the day of hire. In the case of weekly and/or monthly bookings, an invoice will be sent at an agreed term. Hire charge can be paid by cheque (payable to New Malden Methodist Church) or by BACS to the account below using the reference ‘Lettings’ followed by your surname or group name. Please send an email to the Administrator when a payment has been made.

CAF Bank Ltd Account Name New Malden Methodist Church

Sort Code 40-52-40 Account No 00032530

1. **Cancellation Charges**

If a booking is cancelled up to one week before the date of the booking there will be no charge.

If a booking is cancelled between one week and 48 hours before the time of the booking, 25% of the booking fee will be charged.

If a booking is cancelled less than 48 advance, the full fee will be charged.

These charges are at the discretion of the Adminstrator.

1. **Access**. A church member will be at the Cambridge Road entrance to let you in to the premises for the start of your hire, please be prompt. The premises must be vacated by the time agreed. The time booked must include time for setting up and clearing up.
2. **Security**. Outside doors **must not** be left open and unstaffed. If you expect latecomers to your meeting or event, make sure someone is at the door to let them in or that they have your phone number. The premises must be left secure at the end of the hire period, ie, all doors and windows must be locked and lights extinguished, rooms must be left clean and tidy, furniture placed as it was at the start of the hire and any damage must be reported to the Administrator. ALL ROOMS MUST BE LEFT AS FOUND, including toilets. If you change any heating thermostats or switch off heaters, these should also be returned to how you found them.
3. **Furniture** should only be moved from one room to another by agreement and must be returned before the premises are vacated. Any furniture moved within your hired area should be returned to the position in which you found it.
4. Any **accidents** occurring on the premises must be reported in writing to the Administrator.
5. **Smoking and alcoholic drinks** are not permitted on the premises.

We would ask that you do not play loud music out of respect to the tenant in the flat on the premises - we do not allow commercial discos.

1. **Raffles**, tombola and other minor gambling games depending on chance are permitted in connection with any event provided that no prizes shall be in the form of cash, the total value of all prizes shall not exceed £50, tickets shall only be sold on the premises during the event and the proceeds are used for charitable purposes.
2. **Fire exit doors** must be kept clear at all times. All hirers must familiarise themselves with the Fire Alarm procedures which are detailed overleaf.
3. **All rubbish** must be removed from the premises and taken away. The Church wheelie bins may not be used by hirers.
4. **Damage**. Although we accept that fair wear and tear will occur, the church reserves the right to make a surcharge in the event of special cleaning or repairs being required.
5. We ask that refreshments are not taken into the sanctuary area.
6. Hirers of **Wesley’s café** on Saturday mornings must be open to the public and make no admission charge for people wishing to visit the café. Instructions on operating Wesley’s are given separately.
7. Failure to comply with any conditions may result in the withdrawal of booking facilities and/or the retention of all or part of the deposit.
8. Either party shall be entitled to terminate repeat bookings for long term or open-ended periods by one month’s notice in writing to the other. Please note that we are not able to offer any storage space for any hirer.

**Insurance**. Please note that New Malden Methodist Church does not hold insurance to cover hirers’ liability for personal injury to persons running or attending events held on Church premises, nor for loss of or damage to their property brought on to Church premises. It is up to the hirers to take out such insurance as they may deem necessary.

Administrator

nmmc@hotmail.co.uk

020 8942 1288 November 2024



* Is this a fire or false alarm? Check by

- word of mouth ie has someone seen the fire?

- inspection of the Alarm Control Panel inside the green doors at the bottom of the stairs. It records ‘incidents’& the location of the outbreak

* In the very early stages it may be possible to extinguish a fire using one of the extinguishers provided. Users of the church should familiarise themselves with the equipment in their area and how it operates. Certain of the extinguishers are specific to defined types of fire, eg, electrical.
* If the incident is a false alarm the system may be silenced & re-set using the steps noted on the instruction sheet at the side of the control panel. Users familiarise themselves with the panel.
* In case of fire **EVACUATE THE BUILDING** via the nearest exit and call 999. **The fire alarm DOES NOT CONNECT TO THE FIRE BRIGADE**
* Attendees should marshal in High Street under the Marks & Spencer awning. Check all members of your group are present.