

Rivercourt Methodist Church

Minister Rev. Paul Saunders

Please reply to:

The Administrator
Rivercourt Methodist Church
King Street
Hammersmith
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020 8741 1348
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Agreement and Conditions of Hire

The period of hire will be from: _____ to: _____ on: _____ room(s) _____

This agreement will initially be for _____ days/weeks/months starting from: _____ and ending on _____ and may be extended by the mutual agreement of both parties, providing the following **Conditions of Hire** have been met by the hirer.

In the hiring of accommodation at **Rivercourt Methodist Church**, the hirer agrees to the following conditions:

1. The period of hire will start and finish at the times agreed. The building must be completely vacated by all persons attending the event at the agreed finish time.
2. The building must be left in a clean and tidy state at the end of the hire. Cleaning time should be included in the period of hire.
3. Unless otherwise agreed, the full fee and the deposit must be paid at least two weeks before the date of the hire.
4. The cost of any damage or loss to the Church or the fittings during the period of hire, however caused, will be deducted by the Church Administrator from the deposit. A further claim will be made on the hirer if the damages, or the cost of cleaning, exceeds the deposit.
5. The hirer agrees to indemnify **Rivercourt Methodist Church** against any liability or costs incurred as a result of any accidental injury, loss, or any other damages, not attributable to the negligence of the Church or its employees.
6. If a booking is cancelled by the hirer, a charge of 50% of the anticipated hire charge will be made.
7. Children under the age of 16 must be supervised at all times and in all areas of the building. Hirers are expected to pay particular attention to children who enter the kitchens, balcony, or the lift. If children are on the premises, then the hirer will be required to comply with Rivercourt's **Policies for Safeguarding Children**. A separate declaration will be required.
8. Under no circumstances is smoking or the consumption of alcohol allowed on the premises. No loud music may be played, or loud music made, on or outside the premises to the annoyance of nearby residents and other users of the building.
9. The hirer is totally responsible for the security of the premises during the whole period of hire. At the end of the period of hire, it is the responsibility of the hirer to ensure that all lights are switched off and that all doors and windows are securely closed and locked.

_____ will be the responsible key holder.

Key(s) held _____

Issued by _____

I agree to the above Conditions of Hire	Will children be on the premises? YES/NO
Signed _____	Name (printed) _____
For _____	
Address _____	
Telephone _____	Date _____