

Cowbridge United Free Church conditions for the use of the premises

1. We charge £12.50 per room per hour. Bookings are not guaranteed until your agreement of these terms and conditions has been confirmed on the Hallmaster Website and the payment received.
2. The Church retains control, possession and management of the accommodation and the User has no right to exclude the Church, its trustees or those authorised by them from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the premises or any of the Church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the premises. Please inform us via the booking email immediately.
4. The premises may only be used by the User and for the purpose and during the period indicated on the application form submitted to the Church.
5. As a church, on a rare occasion we may need to cancel one of your sessions to accommodate church business. We will aim to give you as much notice as possible and if we cannot find a mutually convenient time and place then a refund will be offered.
6. After the use of the premises, 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 and the User must ensure that all lights are turned out and all doors and windows properly secured. Please ensure that toilet paper only is flushed down the toilets. We ask users to take home any rubbish generated including nappies etc.
7. A first aid kit is available and please record accident in the book provided (located in the kitchens)
8. The User must ensure that during the use of the premises that no person smokes.
9. The User must not leave in the premises any equipment, furniture or articles of any kind unless by prior written agreement from the Church. We ask that users do not attach anything to the walls, doors or other surfaces.
10. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the premises apart from such injury or loss which arises from the Church's responsibility for the general maintenance of the premises and the User will keep the Church indemnified against any claims for which the Church is not responsible.
11. The User must notify the Church of any defect in the premises or in any of the Church's furniture or other equipment in the premises of which it is aware.

12. The User will comply with the provisions of the Church's Health and Safety policy and will ensure that all those using the premises are aware of the appropriate safety procedures.

13. The Church may terminate this agreement immediately at any time:

- if there is a breach of these conditions by the User; or
- if the User has made a misrepresentation in the Hiring Application Form or has failed to disclose material information that may be relevant to the decision of the church whether to allow the hiring of the premises to take place given its Christian principles.

14. We require all external groups working with children, young people or adults at risk on the Church premises to:

- Please provide a copy of your safeguarding policy and procedures and a copy of insurance (where appropriate) for our safeguarding records would be clearer
- ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance-->
- be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.

15. It is the user's responsibility to ensure that you have adequate insurance; and your risk assessments and Health and Safety policies are up to date. These should be available upon request.

16. A licence is needed for any public music or videos and for the sale of alcohol, this is the responsibility of the user.

17. It is the user's responsibility to ensure any electrical equipment is safe to use.

18. The church garden (the old Graveyard) is uneven and maybe slippery when wet. Please undertake a risk assessment before using this space. The gravestones must not be climbed on.

19. The parking spaces on The Broadshoard are only available for the duration of the booking.

20. Access for regular users is via a keycode. User are asked not to pass the code onto group members. We reserve the right to change the code if needed and we will notify users accordingly.