**PenYCae, Church of the Nazarene**

**Conditions of Hire of rooms**

**Please read the following conditions:**

1. A Booking form must be completed and signed by the person responsible of the hire. Persons over the age of 18 only accepted, proof may be required.
2. The person(s) or organisation granted hire facilities will be held responsible for any damage or breakages incurred during the course of hiring; these will need to be paid for as new or replaced.
3. The person(s) or organisation granted hire facilities will be required to leave the premises in an ‘as found’ condition. All rooms used should be left in a clean and satisfactory condition at the end of hire and the premises should be **vacated no later than 10.30 pm.** A deposit of £25.00 is required for each booking and is fully returnable if this rule is carried out to the satisfaction of the Church Board (Charity Trustees). The deposit must be paid in full before the hire takes place.
4. The Church Board (Charity Trustees) & members accept no responsibility for theft or loss of articles or equipment etc. brought on to the premises.
5. The Church Board (Charity Trustees) has insured the premises for normal risk, but each hirer should ensure that any insurance risks relating to accidents, personal liability, etc. are covered by the hirer. It should be particularly noted by the hirer that the use of the church rooms and all equipment, facilities and amenities is permitted entirely at the hirer’s own risk, and the Church Board (Charity Trustees) shall not be liable for the death of, or personal injury to any user, or for consequential loss, caused otherwise than as a result of the defective condition of the Church rooms or its equipment, or of the negligence of the Church Board (Charity Trustees) or members.
6. The hirer must ensure that any food prepared or taken into the premises has been properly prepared, stored and served using guidelines set by Health and Safety regulations. The Church Board (Charity Trustee) & members are not liable for the death of, or illness of any person consuming food on the premises caused otherwise than a defective standard of Hygiene in the Church’s appropriate food preparation area.
7. There shall be no infringement of performing rights. It is the responsibility of the hirer to obtain a Performing Rights Licence where public events etc requiring this licence are held.
8. The hirer must ensure that no nuisance or commotion is committed in the vicinity of the Church. The premises must not be used for any illegal purposes or for any purpose that might offend public taste.
9. The current hiring charges are those set out in the application form and these are reviewed annually.
10. A session shall comprise of a Morning, Afternoon or Evening. The hirer may only enter the Church at the agreed booking time and must leave promptly at the end of the agreed booking time. Failure to comply will result in an additional charge being levied.
11. No portable electrical appliance (i.e. any item that can be plugged into a power socket) may be brought into the premises or used unless permission has been granted by the Church Board (Charity Trustee). Each appliance MUST have been inspected by a qualified electrician as safe to use. Written evidence of this will be required.
12. **No Alcohol is to be brought onto (or drunk on) the premises.**
13. The Church Board (Charity Trustees) has a no smoking policy (this includes both tobacco and electronic smoking devices) on its premises.
14. At the discretion of the Church Board (Charity Trustees) the purpose of the hire may be deemed unsuitable for the premises and therefore your application may be declined and any money paid refunded.
15. At the discretion of the Church Board (Charity Trustees) the hiring of the premises can be reviewed at any time and if the activity has changed from the initial application and now deemed unsuitable this agreement will be cancelled with immediate effect.
16. The Church Board (Charity Trustees) will endeavour to give the hirer as much notice as feasible possible if the rooms hired in the church are to be used for events such as funerals, weddings or elections. Any monies paid in advance for these dates will be refunded.