



Room Hire Agreement at Dorridge Methodist Church and Community Centre

In these terms, "DMC" means the managing trustees of Dorridge Methodist Church.

By hiring a room, you will have been deemed to have accepted the following terms and conditions:

PAYMENT AND CHARGES

1. The agreed amount in relation to the hire is to be paid within 7 days of receipt of the invoice (sent by email) unless otherwise agreed in writing between the parties. If payment has not been received within the agreed timescale your booking may be released for re-letting.

2. Cancellation

Where a hirer cancels a booking before the hire has taken place then no refund is made unless the room can be re-let except that, in the case of repeat bookings a credit against future bookings may be applied at the discretion of DMC.

If DMC cancels your booking you will be refunded in full or in the case of repeat bookings a credit will be added to your account.

DMC will use all reasonable endeavours to ensure the building is open whatever the prevailing weather conditions provided it can be safely accessed using reasonable care. However, if the Hirer decides to cancel any bookings due to weather conditions (either locally or further afield) or act of God, the cancellation fee will apply if the building is open.

3. DMC shall charge the hirer for any material damage to the premises or its equipment occurring during the hire (material damage does not include reasonable wear and tear). The hirer may be requested to pay a deposit of £100, which will be returned within 7 days of the end of the hire less a retention for any material damaged caused.

CHANGES TO YOUR BOOKING

4. From time to time DMC may need to relocate a booking to a different room, due to unforeseen circumstances or events such as refurbishment, maintenance or funerals. In such circumstances DMC will use all reasonable endeavours to offer an alternative room in the building to the hirer and shall liaise with the hirer promptly in this regard.
5. DMC reserves the right to cancel any booking made, in which case DMC will refund the hirer the amount paid but shall not be liable to pay any other amount to the hirer.

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THE HIRERS OBLIGATIONS

6. At the end of the hire, the Hirer must ensure that furniture and equipment is safely stored away (using the facilities provided), the room is in the same state of cleanliness as when the Hirer arrived and that windows and doors are shut and heaters/lights are turned off.
7. When leaving the premises ensure that the exit door is locked. If you are the last user to leave the premises then please ensure any lights still on are turned off.
8. All waste/rubbish created as part of any hire is to be removed from the premises and disposed of safely by the hirer (small items of waste can be disposed of in the litter bins provided).
9. The Hirer must be respectful of users of other rooms and our neighbours and must keep noise to a minimum.
10. Injury to any person or loss of or damage to Property belonging to DMC or any faulty equipment shall be reported to DMC as soon as possible
11. Whist on the premises you are responsible for your own health and safety and for ensuring that anyone under your supervision is properly supervised at all times.
12. Only use the facilities that have been booked, if other rooms seem to be free, please check with the Booking Secretary before using them (an additional charge may be made if facilities other than those booked are used).
13. Please make sure that you don't occupy a room until the booked time and that you vacate it at the agreed hire end time (setting up and breaking down time should be factored into the overall time the room is hired for).
14. All rooms can be reached without the need to pass through other rooms, however if it becomes necessary to do this (specifically using the Hall or the Church as a through route) please request permission first from anyone using these rooms at the time to avoid safeguarding issues or disruption to the activity taking place
15. If your group includes children or vulnerable adults you must ensure adequate safeguarding procedures are in place and adhered to.
16. Charities, formal Groups or Businesses must have Public Liability Insurance with a minimum Limit of Indemnity of £2m. DMC reserves the right to request written evidence of such Insurance. You are liable for injury or damage to property caused by you or your group.
17. Smoking, Gambling and the presence, use or sale of Alcohol is expressly forbidden on the premises or on any of its grounds (including the Car Park)
18. Any keys provided to you remain the property of DMC and may not be used to cut other keys or given to third parties. They must be returned immediately upon request. If a hirer loses keys there will be an additional charge of £20.
19. Fire exits must be kept clear at all times; Hirers must familiarise themselves with the layout of the building and the nearest escape routes.
20. In the event of an emergency contact the numbers shown on the Users Guide and/or liaise with other users of the building. In the case of Fire or medical emergency use 999.

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EXCLUSIONS AND LIMITATIONS

21. DMC is not liable or responsible for loss of or damage to any property or possessions belonging to you or associated users
22. DMC is not responsible for any health and safety issues arising from equipment you have brought or arranged to be brought onto the premises
23. This agreement is a licence to occupy, not a lease. The licence is personal to you and cannot be assigned to anyone else. DMC retains control, possession and management of the premises at all times and cannot be excluded from the premises.

OTHER

24. For details of our Safeguarding policies please view the board within our premises.
25. For details of our Data Protection policy please visit <https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/>

This agreement should be read in conjunction with the latest Property User Guide and other instructions posted in the rooms and around the Church.

These conditions of hire may be updated from time to time, please check www.dorridgemethodists.org.uk for the latest version which will be the version in force at the time of booking and hire.