

Canonbie United Parish Church
Application For The Hire Of Premises
Terms and Conditions of Use

1. The Hirer must be at least 18 years of age.
2. The Hirer must not transfer the use of the premises to any Third Party.
3. The Hirer is responsible for providing insurance cover for themselves, their users, and their equipment and any other property they bring into the premises. They should have their own Public Liability Insurance Cover (for use of the building) and Professional Indemnity Insurance (for specific activities).
4. The Hirer must ensure that children under 14 years of age are only permitted in the upper gallery when accompanied by a responsible adult.
5. Canonbie United Parish Church is not responsible for any loss, damage or claim by any users associated with the let, including claims against the premises.
6. The Hirer must conform to Canonbie United Parish Church's Policies especially in relation to matters concerning Health and Safety and Fire Safety. The Hirer must make themselves aware of how to call (when necessary) the Fire and Rescue Service.
7. The Hirer is responsible for ensuring the premises and their contents are treated with care and safety and must pay for all damage to the property, the facilities, fixtures and (including accidental damage) fittings or for loss of contents.
8. For any hire during which children and young people are included, the Hirer must confirm that they understand their responsibilities in relation to the regulations of the Protection of Children (Scotland) Act 2003.
9. The Hirer is responsible for ensuring that no smoking is permitted on the premises and that alcohol is not sold.
10. Except by special arrangement, all activities on the premises must end by 11 pm and the premises completely vacated by 11.30pm.
11. All areas of the premises should be swept at the end of the hire and ALL rubbish gathered and taken away by the Hirer.
12. There is parking provision around the premises, and cars are parked at the owners' own risk.
13. The furniture and equipment used during the hire must be returned to their original place and left clean and tidy at the end of the hire.
14. No nails, tacks, screws etc. shall be driven into any walls, floors, fittings or structure, nor shall adhesive substances be attached to them.
15. The Hirer must be present at all times during hire of the Church and/or Meeting Room.
16. There is no public telephone so the Hirer must ensure the presence of at least one mobile phone in case of an emergency.
17. The kitchen may be used as part of the hire Hirer to serve hot or cold drinks and light refreshments. The Hirer should ensure that the kitchen is cleaned at the end of the hire and that all litter and leftover foodstuffs are taken away.
18. The Hirer should provide their own dishtowels and remove them at the end of the hire.
19. In exceptional circumstances, Canonbie United Parish Church may cancel the hire of the Church or Meeting Room at short notice. In such unlikely circumstances, all deposit and hire charges paid will be refunded in full.