



**PORTSLADE**

Station Road/St. Aubyns Road, Portslade ,East Sussex  
BN41 1AB

**APPLICATION FOR THE USE OF PREMISES**  
**PART 1 - THE USER**

Name:	
Address:	
Telephone number:	
Company/Organisation:	
Rooms Required:	
Day/Dates Required:	Time(s) required:
Purpose of Use:	
Number of Persons:	Age Range:
Donation to costs agreed:	
<p><b><u>Declaration of User(s)</u></b></p> <p>I/We the undersigned, being aged 21 years or over: -</p> <p>a) shall accept the responsibilities as the USER(S), unless signing on behalf of an organisation, in which case the Officers of that organisation shall be considered the USER(S) and shall be jointly and severally responsible and liable for compliance with all stated conditions of use.</p> <p>b) Accept that Portslade United Reformed Church cannot be held responsible for loss, damage, or injuries sustained at the Church premises, if associated or connected in any way with the event or control of the event to which this application for usage relates.</p> <p>c) Hirers should have their own insurance which covers them for use of the premises.</p> <p>d) Agree to indemnify Portslade United Reformed Church in respect of any damage occasioned to property arising out of the negligence of the user(s) and/or their invitees.</p> <p>e) Have read the <i>CONDITIONS OF USE OF CHURCH PREMISES</i> set out here and overleaf and agree <b>without reservation</b>, to be bound by them.</p> <p>f) Agree that upon permission for use being granted, to make such donation toward the running costs of the premises as agreed with the CHURCH, such donation to be paid on the day of use.</p> <p>g) I/we will give one months notice of cancellation of the use of premises. In the case of a long term letting arrangement I/we will give at least six calendar months written notice of cancellation of use of the premises.</p>	
Signature(s)	Date

## CONDITIONS OF USE OF CHURCH PREMISES

### 1. The USER(S) shall:-

- a. provide supervision by a responsible adult, taking due care of the Premises, fixtures, fittings and equipment, leaving the Premises clean and tidy and removing the Users property and refuse. (see additional information)
- b. observe all fire precautions and make themselves aware of the evacuation procedures, hold a fire drill, be responsible for safety/security of persons and property, and the provision of ALL necessary insurance cover providing Public Liability and Employers' Liability.
- c. not permit smoking, gambling, or the sale or use of drugs or alcohol on the Premises.
- d. obtain any Licence required for the activity/use of the Premises, complying with the terms and conditions of same and for indemnifying the CHURCH against any infringement of Copyright.
- e. The user is required to make arrangements for children complying with the Children Act 1989 and consistent with recommendations in the Code of Practice 'Safe from Harm' issued by the Home Office

### 2. The CHURCH shall:-

- a. Do its best to meet the User(s) requirements but, if unable to do so, reserve the right to cancel the use and refund contribution made to costs, **without any further liability whatsoever.**
- b. reserve the rights to refuse an application, enter its Premises at any time and terminate usage which is not properly conducted.
- c. not permit access to the Premises except during the hours agreed.
- d. not be liable for loss caused by breakdown of machinery, failure of gas or electricity supply, leakage of water, fire, restriction by a Civil Authority, or Act of God, which causes closure of the Premises.
- e. not be liable for loss of/damage to the User(s) goods, equipment, or property brought onto the Premises, **howsoever caused.**
- f. not be liable for any injury obtained on the premises. Insurance is the responsibility of the hirer.
- g. reserve the right to vary the date(s) and time(s) of use and the contribution to costs by giving of 4 weeks notice in writing.

### 3. If the USER(S) fail(s) to observe any of the CONDITIONS OF USE OF THE PREMISES, the CHURCH reserves the right to:-

- a. stop any activity, event or function in progress
- b. terminate the use immediately and without notice
- c. exemption from any liability or claim for compensation
- d. withhold any contributions paid in advance to offset any costs incurred or to be incurred

Accepted for and on behalf of the Church by:-

Signature ..... Date .....

## **Safe From Harm**

(to be signed by groups which work with children and young people)

All groups working with children and young people under the age of 18 years and using these premises are required to agree to uphold the principles of the Home Office Document Safe from Harm.

Therefore, all such groups are required to have in place, drawn up under the guidelines in the Home Office document 'Safe from Harm' and to implement it and also review it regularly and update it when necessary. The United Reformed Church has a policy, which you are welcome to use as a basis for your own policy if you so wish.

I agree that whilst using these premises the principles underlying Safe from Harm will be upheld by this group.

Signed:

Group:

Date:

## Portslade United Reformed Church

### Use of Premises

We are pleased to welcome you to our facilities and hope that your event goes well.

Please can we ask you to observe the following information as we have experienced difficulties with one or two of our lettings:-

- Leave the hall and kitchen as you find it.
- Broom, dustpan and brush are to be found in the cupboard in the kitchen over by the microwave
- There is a mop and bucket in the cupboard in the kitchen for you to clean up any spillages.
- If you use tables please make sure you wipe them over before and after use.
- Black Bags are available in the kitchen cupboard for rubbish please put them in the bins outside the hall. Any cardboard boxes, plastic bottles, cans should be flattened and placed in the recycling boxes in the kitchen
- Plates, mugs and cutlery is available in the cupboard on the left as you enter the kitchen
- The hirer should remain at the hall until someone arrives to lock up
- Payment should be made at the start of the letting
- No smoking is permitted on the premises
- **No alcohol** is permitted on the premises
- The Church Secretary's contact details can be found on the notice board by the hall door should you encounter any problems during the hiring.

Thank you