

St Luke's Room Hire Terms & Conditions

1 Application process

- 1.1 All cheques should be made payable to Gloucester Community Church. On receipt of the application more details may be required before the hiring is permitted.
- 1.2 The applicant who agrees to the terms included through submission of a booking request must be over 18 years of age and shall be responsible for all payments and for abiding by the terms of hire.
- 1.3 The deposit will be used towards making good any damage connected with the hire, or to pay for any time overrun, and any balance will be returned to the applicant following return of the keys and inspection. Paying a deposit does not limit liability of the applicant.

2 Cancellation

In the event of cancellation by the applicant the hiring fee may not be returned.

3 Permission to use the premises

The applicant may use the premises only for the purpose stated on the booking request form.

4 Applicants undertakings

The applicant shall:

- 4.1 be responsible for the premises and the behaviour of all persons connected with the hiring.
- 4.2 take all precautions for the safety of all persons entering or using the premises during the period of hire.
- 4.3 prevent the premises being used in such a way which does or may cause a nuisance or annoyance to others in the vicinity.
- 4.4 prevent any damage to any part of the building which includes but is not limited to any decorations furniture fixtures and fittings and be liable for any damage to the premises connected with the hiring.
- 4.5 in the event of any damage to the premises connected to the hiring to pay on demand the costs of any such repair and any loss of income or extra costs resulting from the premises not being used which is attributable to the damage.
- 4.6 not move or alter or add to any furniture or equipment or electrical or heating or lighting systems at the premises without prior agreement.
- 4.7 prevent the consumption of alcohol and gambling on the premises unless prior written approval has been obtained and all legal requirements are met in full.
- 4.8 obtain any necessary consent and comply with all regulations connected with the permitted use of the premises e.g. copyright, performing rights, fire and health and safety requirements.
- 4.9 indemnify Gloucester Community Church from and against all actions proceedings costs claims and demands or other liability which may arise in any way in connection with the hiring or in connection with any breach of the terms of this permission.
- 4.10 prevent smoking on any part of the premises.
- 4.11 prevent any exit door or route being obstructed.
- 4.12 ensure all litter and waste arising from the hire is removed and the premises left in a clean and tidy condition and securely locked.

5 Advertising

- 5.1 Any posters or other advertisements of events held at St Luke's will have the name of the hirer's organisation prominently shown and the following contact details listed: St Luke's, Stroud Road, Gloucester, GL1 5JR.
- 5.2 No posters or placards may be placed on the premises without the written approval of Gloucester Community Church.

6 General

- 6.1 No warranty is given that the premises are legally or physically fit or suitable for the applicant's purposes and the applicant must satisfy themselves as to its suitability.
- 6.2 Gloucester Community Church reserves the right to cancel this hiring without notice in the event of the premises being rendered unfit or unavailable for use. In that event the applicant shall be entitled only to a refund of the hiring fee and that refund shall be the limit of liability for such a cancellation.