

KMC Conditions of Hire

1. The hirer is responsible for ensuring that rooms are left clean and tidy after use including passageways and toilets. All doors and windows are to be closed/locked, and all lights switched off (including car park and outside lights). Any furniture borrowed from another room should be returned to its original place.
2. The hirer will be responsible for any damage to furniture, fittings and equipment.
3. A 'No Smoking' rule operates on the whole premises.
4. Alcohol must NOT be brought onto the premises in any circumstances.
5. Animals (including birds) must NOT be brought into the building (except guide dogs, hearing dogs or recognised assistance dogs) without the written approval of the Managing Trustees.
6. Raffles, tombolas and similar are permitted subject to certain restrictions (details on request).
7. All waste, other than food, must be taken away, so please bring enough sacks. Food can be left in the brown container in the kitchen.
8. Fire exit doors and all exit routes must be kept clear at all times.
9. Any electrical appliances brought onto the Premises by the Hirer are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
10. Any accident involving injury to the public must be reported to the Managing Trustees as soon as possible and recorded in the Accident Book available on the left-hand shelf of the corridor to the Lower Hall.
11. It is the responsibility of the Hirer to arrange such insurance as may be appropriate. Please note that the Church does not hold insurance to cover personal injury to persons running or attending regular events on the premises, nor for loss or damage of property and equipment brought onto the premises for any event.
12. If working with children or vulnerable adults, the Hirer must supply a copy of their Safeguarding Policy and also make the policy available to parents. If the Hirer does not have a Safeguarding Policy, then - by signing the booking form - the Hirer confirms that the Hirer has received a copy of the Kingston Methodist Church Safeguarding Policy (attached/enclosed) and will follow its requirements or comparable equivalent guidelines and procedures (such as the national safeguarding policy of voluntary youth organisations) for the safeguarding of children, young people and vulnerable adults at the building.

Failure to comply with these conditions may result in withdrawal of booking facilities and cancellation of bookings already made.