

## CONDITIONS OF HIRE FOR MILESTONE COMMUNITY CHURCH

### Management policy

(amended Jan 2017 )

**Thank you for considering using the premises at the Milestone Church. These conditions are for the safety and benefit of groups.**

- 1.1 Access to all rooms is through the main entrance. Use of the side door into Meeting Room 2 will only be by prior arrangement with the booking clerk.
- 1.2 At the start of your hire please inform the booking clerk or person in charge if any breakages or damage are found. Breakages or damages occurring during your hire must be notified to the booking clerk or person in charge and a charge may be made.
- 1.3 Rooms and kitchen have to be left clean and in a reusable condition.
- 1.4 Hire of the kitchen includes the use of the crockery. The kitchen is only to be used in the provision of food. No other uses are permitted.
- 1.5 No pins, sellotape or blutak etc. can be used which could damage or mark the walls.
- 1.6 Picture rails are provided for exhibiting artwork.
- 1.7 Do not attach advertising posters to the outside doors or windows without consulting the booking clerk or person in charge first.
- 1.8 Smoking is not allowed in the building.
- 1.9 It is strictly prohibited to sell alcohol on the premises. During appropriate celebrations Hirers may provide guests with alcohol so long as there is no charge made.
- 1.10 Guide dogs are welcome on the premises.
- 1.11 Books and other forms of media may not be taken from the premises without permission.
- 1.12 The Milestone Community Church is not responsible for the loss, damage or theft of any property brought onto the premises or for the loss, damage or theft of any vehicle from the car park or any contents therein.
- 1.13 As organiser of a wedding reception or function you must consult with the booking clerk if you wish to decorate the hall or any other room. Rooms must be cleared and cleaned immediately after the function or, following consultation with the booking clerk, by an agreed time the next morning.
- 1.14 The hirer must sign the Booking Form acknowledging the Conditions of Hire.
- 1.15 The Management reserves the right to refuse bookings deemed unsuitable.

### Safety

- 2.1 All hirers of the premises are required to comply with the Health, Safety and Evacuation Procedures. These are to be found at each exit.
- 2.2 First aid boxes are to be found in the kitchen.

2.3 Other groups may be using the premises at the same time as you. With this in mind please do not make excessive noise in all areas especially the coffee area and the entrance hall.

2.4 **On leaving the building please check**

- All windows are shut
- All electrical appliances and lights are switched off
- All doors are properly shut and secured inside and out
- No interior doors are to be wedged open at any time

**Children**

3.1 Hirers must make themselves familiar with the Church of Scotland Policy for the Protection of Children situated on the notice board.

3.2 Parents and guardians are responsible for the safety of their children whilst on the premises.

3.3 In respect of organised children's events the Hirer shall ensure there is a minimum of two responsible adults at all times. The Hirer is further advised that the number of adults present should take into account the number of children present.

**Payment and cancellation**

4.1 A hire charge for a room includes the cost of electricity and heating.

4.2 A minimum of 48 hours notice is required for cancellation of hires otherwise charges may be incurred.

4.3 Once bookings have been confirmed, management will endeavour to give 10 days notification of any alteration or cancellation. Management reserves the right to interrupt regular bookings for special events. Alternatives will be arranged wherever possible.