

Terms and conditions

1. The Hirer shall indemnify the JTT Trustees, its officers and employees in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.
2. The Hirer must ensure that appropriate third-party liability insurance exists for a minimum level of £5 million. The JTT Trustees accept no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the building. The Hirer may be asked to disclose their insurance cover to verify this.
3. In the event of the building being rendered unfit for use by the Hirer the JTT Trustees shall be under no liability for any resulting loss or damage whatsoever.

GENERAL USE

4. The Hirer shall obtain any local authority or other licences necessary, other than those already held by the Trustees, and shall be responsible for the observance of all regulations imposed by the local authority, fire authority or otherwise.
5. The Hirer shall, if selling goods on the premises, comply with all the relevant fair-trading laws and local codes of practice.
6. The Hirer acknowledges that no tenancy is intended to be created between the JTT Trustees, and the Hirer and no relationship of landlord and tenant exists between them.

SAFETY

7. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
8. The Hirer shall, if preparing serving or selling food observe all relevant food health and hygiene legislation and regulations. **No children under the age of 16 shall be allowed in the kitchen.**
9. The Hirer shall ensure that any activities comply with the provisions of the Protection of Children Act 1999, the Children Act 2010 and any other relevant legislation together with any conditions required by Social Services and that only fit and proper persons have access to the children with the correct ratios of adults and children for those less than 16years. The Hirer should be familiar with the Home Office guidelines 'Safe from Harm'. It is the responsibility of the Hirer to ensure the protection of children and adults using the premises. The London Diocese safeguarding policy on **Children and Vulnerable Adults** can be found on their web site.
10. The Hirer shall indemnify the Trustees against the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building as a result of the booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
11. The Hirer shall during the period of hiring be responsible for safety and security, protection of the fabric and contents for damage, and the behaviour of all persons using the building or having access to, including car parking. Your attention is drawn to the Fire Notices displayed in each room indicating the nearest fire exit and assembly point.
12. Fire safety is best achieved by prevention: no smoking, no naked flame, no portable BBQ or any kind including bottled gas, are permitted in the buildings. Keep exits, passages & doorways clear of rubbish or obstructions.

RULES GOVERNING USE OF THE BUILDING

- A.** As we are a Christian centre, promotion of other faiths is not permitted on the premise. No acts of worship, other than Christian worship, are permitted in the building.
- B.** Raffles or any form of gambling is not permitted on the premises.
- C.** Wine and only permitted alcoholic drinks are allowed and the PM should be informed of use
- D.** The JTT reserves the right to refuse bookings without the need to give reasons. This decision is final.
- E.** Booking times must be adhered to and must include setting up and clearing up times.
- F.** The JTT will charge you for any overrun of the booked time and any additional cleaning required after your use of the building at the same hourly rate as the hall hire charge.
- G.** Evening use. Every booking must end by 10.30pm as the hall is in a residential area. No extensions beyond this time are possible.
- H.** Noise and Disturbance the Hirer is responsible for ensuring the avoidance of all unnecessary noise/disturbance likely to cause annoyance to occupants of surrounding properties during the period of hire or departure. Amplified music must be kept to a low level.

CARE OF THE BUILDING AND SAFETY

- I.** The Hirer is responsible for leaving the premises in a clean and tidy state, including returning any furniture or items used to their original place.
- J.** Rubbish which cannot be re-cycled must be put into black sacks, and placed in the wheelie as provided.
- K.** The Hirer shall not interfere in any way with the electrical equipment of the building. Any equipment brought into the building for use shall be effectively earthed and fitted with a 3-pin 13-amp plug fused at not more than 13amps.
- L.** Fire Extinguishers. The Hirer should familiarize themselves with fire regulations and appliances and exits. The fire brigade should be called out to any outbreak of fire, however slight and the incident reported to the PM or nominee.
- M.** First Aid. A first aid box is located on the coffee bar near the main entrance. An eye wash kit is fixed in the kitchen.
- N.** Accidents. Any incident involving personal injury must be recorded in the Accident Book (located with the first aid kit). Serious injuries should be reported to the Trustees as soon as is feasible.
- O.** Highly Flammable substances are not permitted in the buildings.
- P.** Telephones. The JTT recommends that the Hirer has access to a mobile phone in case of emergencies.