

BOOKING CONDITIONS FOR CHRIST CHURCH, MARLOW (from Jan 2017)

1. Prospective users are advised to check availability on the website and to submit an online booking. Submission of an enquiry by any means implies acceptance of these conditions. No booking exists until it has been confirmed in writing (which includes email) by an officer of the Church. Nothing in these conditions or in the booking confirmation shall create any form of tenancy.
2. The booking is for the rooms, facilities, dates and times as shown on the booking confirmation, and subject to payment of the agreed fee. Use of church equipment such as the projector, sound system, piano or any kitchen equipment must be agreed at the time of booking. If an event extends over more than one day this should be made clear at the time of booking. Any variation to these terms must be agreed in writing.
3. Arrangements for obtaining access or borrowing / returning keys will be agreed case by case.
4. Hirers are required to take all reasonable steps to prevent the occurrence of any injury, loss, damage or harm to the public. Hirers are advised that:
 - They must undertake their own risk assessment for the activities run by them.
 - They require their own public liability insurance to cover those activities.
 - They must familiarise themselves with the fire safety instructions (appended) and comply with them.
 - If children or vulnerable adults are attending an event, Hirers must adopt appropriate Safeguarding practice and comply with all applicable legislation.
 - If food or drink is being served, it is the sole responsibility of the Hirers to comply with all applicable food hygiene regulations.
 - Any electrical equipment brought on site by Hirers must have a valid current PAT test certification.
5. It is the responsibility of Hirers to leave the premises in their original state. All rubbish must be removed, furniture replaced in its original position and the area hired must be left tidy.
6. If food and drink are served, all areas used for service and consumption must be cleaned at the end of the event. Cleaning implements are stored behind the door to the left of the lift in the basement. Hirers can book the church's cleaners, for a separate fee, subject to availability. In the event of premises being left dirty, Christ Church reserves the right to charge for the services of our cleaners.
7. Damage or breakages must be reported. Hirers are also requested to report any issues or defects found in the premises or equipment of the Church. The Church will make best endeavours to provide the facilities to the Hirer in good condition but accepts no consequential liability for failure to do so.
8. Parking is permitted only in the front car park (the part nearest to Oxford Road) during the hours of 8.00 am to 6.00 pm, Monday to Friday. Parking in the rear car park (beyond the graveyard) is not permitted during these hours because all spaces are rented out on a permanent basis, but is permitted after 6.00 pm and at weekends. All parking is subject to space being available and no guarantee of this is given.
9. Refreshments are the sole responsibility of the Hirer and must be confirmed beforehand as part of the booking arrangements. "Light Refreshments" means tea & coffee, soft drinks, cakes or snacks. If the refreshments include alcohol, or other "licensable activities" are to take place as defined by the Licensing Act 2003, then it is the Hirer's responsibility to obtain a Temporary Event Notice from the District Council (see www.wycombe.gov.uk). A copy of the Notice should be sent to the Treasurer or Booking Secretary prior to the event.
10. If copyright music is to be performed live or from recordings it is the responsibility of the Hirer to obtain the appropriate PRS licence (see www.prsformusic.com) and to pay all associated fees.
11. Notification should be provided of any electrical, audio-visual or unusually bulky or potentially dangerous equipment which it is proposed to use in the building and the right to withhold permission is reserved.
12. All use of the premises is subject to the requirement that it does not interfere with the activities of the Church or other hirers and that it respects the status of the building as a church.
13. If any damage is incurred to the premises, fittings or equipment of the Church due to their misuse by the Hirer, the Hirer shall be liable for the cost of repair or replacement at the Church's discretion.
14. Failure to meet any of these terms and conditions may result in the Elders taking the decision to refuse further bookings.

By hiring the premises the hirer agrees to the Booking Conditions above and will abide by them.

Appendix: Fire safety instructions

Instructions for sounding the alarm, building evacuation, etc are displayed in the church as shown below.

The attention of hirers is specifically drawn to the difficulties that may arise in evacuating elderly people or those of limited mobility from the premises. The building has several levels and the lift must not be used in the event of fire. It is the responsibility of hirers to undertake their own assessment of the needs of those attending their event and to provide whatever assistance may be necessary to them.

In the event of **FIRE**

In the event of fire, **raise the alarm** by shouting **FIRE, FIRE, FIRE** and set off the fire alarm.

EVACUATE the whole building using the nearest exits.

DO NOT USE THE LIFT

Call the fire brigade by calling 999 (nearest call box is in Quoiting Square).

Tackle the fire only if possible and safe to do so, using the fire extinguishers.

The **FIRE ASSEMBLY POINT** is at the Quoiting Square (Platt's Garage) end of the Car Park. Check that all persons can be accounted for, especially those with limited mobility.

Each hirer is responsible for ensuring all its members have been evacuated from the building. Do not re-enter until advised it is safe to do so by the fire brigade officers.