



## TERMS AND CONDITIONS

### FACILITIES:

During the term of the Rental Period and contracted time slots, the Renting Party may have exclusive use of the agreed room only. Toilet facilities are available on the ground floor and basement floor and are accessible for the duration. At no time, must the Renting Party use other areas e.g. behind the Café bar etc.

### RENTAL PERIOD:

The agreed time slots should include any setting up, packing away and cleaning time for the Renting Party's event, in order that following renting parties can access the space on time.

For first time, long term, rentals we will offer up to 3-6 months (or 1-2 school terms) contracts, renewable after 3 months (or after 1 school term) for a period of up to 12 months (or 3 school terms).

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Fresh Ground London shall not be liable to the Renting Party for any resulting loss or damage whatsoever. Fresh Ground London also reserves the right to cancel this hiring in the event of the premises being required for Church events, e.g funerals, in which case the Renting Party shall be entitled to a refund of any rental fees already paid. The Church shall endeavour to provide as much notice as possible in this event.

### RENTAL CHARGE:

**One off rentals** - The Renting Party shall pay a £50 refundable security deposit upon the signing of the rental agreement to secure the booking, unless the event is less than 2 two weeks away, in which case full payment will then be required at the time of booking. Please note that the £50 deposit is non-refundable if the cancellation is within four weeks of the event. The total balance must be paid 14 days before the event. When the final payment is received, we will email you to confirm payment along with any instructions required for the day. If your final payment is not received on time, we will email you a reminder. Regrettably, if we do not receive the final payment within 5 days of the reminder, the booking will be cancelled. The booking will then be treated as a cancellation-please see the section below – 'Cancellations'.

### Damages, breakages and care of the hall

A £50 refundable security deposit is required for every booking and will be refunded back onto the card you paid with within 7 days of the event if our terms and conditions are met.

### Cancellations

We will email you once we have made the refund. The renting party are required to take good care of the hall and its contents and leave the hall clean and tidy after the event. All or part of the security deposit will be forfeited if during the hire period if there are any breakages or damage caused to the hall or equipment or if the hall requires additional cleaning beyond what would be reasonably expected.

**Long-term rental** - The first two week's rent is to be paid upon booking and each subsequent month on the 1st of each month. Long term Renting Parties are required to give at least 1 months' notice of any periods that you do not wish to use the hall/studio (i.e. Half Term / Summer Holiday) so that the hall can be used by other potential hirers. Failing to inform Fresh Ground London will result in the full rental charge to be paid at the agreed hourly rate.

**INSURANCE:**

Any equipment used by Renting Parties that has not been provided by the church must have adequate insurance and supervision provided by the Renting Party.

Long term rental parties are required to have their own liability insurance for their activities.

**MAXIMUM CAPACITY:**

No more than one hundred people shall be permitted in either hall space at any one time. No more than ten people shall be permitted in the Music Studio at any one time.

**DECORATIONS:**

The only decorations permitted in the hall are those which may be placed on the floor or on tables. Nothing is to be pinned or stuck on to walls, doors or ceiling without permission. No candles or open flames are permitted inside the Halls at any time apart from birthday cake candles (no sparkler candles).

**NOISE:**

Notwithstanding the length of the Rental Period, any music (e.g. D.J's, live bands, etc) must promptly cease at 10pm on Fridays and Saturdays and by 10:00pm Mon - Thurs. Excessive noise from the Renting Party's event is not permitted. It is the sole responsibility of the Renting Party to control the sound level of its event, including, but not limited to, sound from music, audio/visual systems and guests of the Renting Party. Failure to control the noise level may result in the early closing of the Renting Party's event, in which case there will be no refund of rental charge.

**RENTAL CHAIRS, TABLES AND OTHER EQUIPMENT:**

Prior to the Rental Period, the Management must approve the Renting Party's use of any chairs, tables or other equipment. The Renting Party must remove any such additional chairs, tables or other equipment at the end of each rental session.

**RUBBISH:**

The Renting Party will remove all boxes, food and general rubbish from the Halls/Music Room and the surrounding grounds at the end of the Rental Period. Due to limited bins and collections all excessive rubbish must be taken away after the event.

**USE OF HALL KITCHEN:**

As the church kitchen will be used extensively for the church cafe, access and use of the kitchen will need to be arranged, if available, with the management at the time of booking.

**ACCESS TO PREMISES:**

Access to Halls/Music Room is to be via the Coffee Shop.

Fresh Ground London reserves for itself and its representatives free access and the right to enter any portion of the rental space without prior notification.

#### **GENERAL HOUSEKEEPING**

##### **The renting party are not permitted to:**

- A. allow any hard ball games within the inside of the hall premises
- B. use any of the stage facilities or equipment without prior consent of Fresh Ground London
- C. change any of the heating system settings without consent
- D. remove any equipment or items from the hall that belong to Fresh Ground London or other hall users
- E. use any chemicals that may cause harm to persons or the hall property
- F. have alcohol on the premises

##### **The renting party are reminded that it is your responsibility to:**

- A. ensure that all tables and chairs used are stacked away tidily in their designated storage areas and that they are not obstructing Fire Exit Routes or Extinguishers
- B. report any damage that may have occurred during the time of your rental period
- C. clear up all items after the session, including any lost property. Any extraordinary items (such as glitter / paint from a craft club) should be thoroughly cleaned
- D. ensure that doors are correctly locked when leaving the hall premises
- E. to switch off all lights before leaving the premises, if not being used immediately afterward
- F. to not share any door combination codes with non-staff members
- G. ensure the hall keys are kept safe. The keys shall not be copied or given to any other person. There will be a £10.00 charge for any keys that are lost.

#### **ETHOS AGREEMENT:**

**We ask that the Renting Party would not work against or hold activities that contradict our Christian ethos, which is central to our church and stated charitable aims.**

**Our mission statement is, 'creating and enriching our community through faith, friendship and compassion.'**

**As such, we are a church who are committed to creating a safe space where people from all faiths, cultures and backgrounds are fully welcomed. We are also passionate about supporting local, national and international social action projects, with a proportion of all profits made from our cafe and hall rentals going towards nominated charities. We are committed to serving others and building relationships without hidden agendas. To be certain, we love Jesus and are motivated by His love for all, but do not wish to 'Bible bash' or make people uncomfortable. Whilst we believe that we worship God in how we conduct our lives and treat our neighbours, we are also committed to using the building at several points throughout the week to provide 'worship' services that are open to all, offering opportunities for praise, prayer, encouragement, Bible teaching and reflection. As the church building is consecrated ground our denominational constitution does not allow any forms of non-Christian worship on the premises.**