



## **Christ Church Bath & Lower Christ Church Mews**

### **Terms and Conditions of Hire**

#### **Introduction**

Both the Church building and Lower Christ Church Mews behind it are available for hire for private or public events subject to the following Terms and Conditions

#### **Terms of Hire**

##### **Use of Christ Church kitchen and Lower Christ Church Mews Facilities**

- Use of the kitchen facilities of the church or those within Lower Christ Church Mews is by arrangement with Christ Church and is dependent on availability. Please contact the Events Coordinator. Charges for the use of either facility may be in addition to the main booking charge

##### **Premises Licence**

- It may be possible for alcohol to be served at events at Christ Church. Please contact the Events Coordinator so that requirements and conditions can be discussed
- The Hirer is responsible for ensuring that anyone selling or serving alcohol is fully aware of their legal responsibilities with relation to the current licensing laws and adhere to these rules throughout the period of hire
- No alcohol may be consumed outside the building

##### **Performing Rights Society**

- Users of the Church building or Lower Christ Church Mews are responsible for paying performing rights fees as assessed by the Performing Rights Society on any copyright material performed.

##### **Booking, Payment and cancellation**

- A provisional (unconfirmed) booking by phone, email or letter will be held without charge for one month
- Once agreed Christ Church will use its best endeavours to honour the booking but in exceptional circumstances reserves the right to cancel a booking, in which case any payments received will be returned in full. Christ Church accepts no other liability in the event of cancellation
- A deposit of 25% of the booking fee is due on confirmation of hire with the balance being paid no later than 14 days before the event. This may be waived at the discretion of the Christ Church Events Coordinator

## Conditions

- Christ Church and/or (as the case may be) Lower Christ Church Mews shall be used only for the function(s) shown on the booking form. Any changes shall be notified to Christ Church as soon as possible and the Hirer acknowledges that Christ Church can refuse consent to such a change
- The Hirer may not assign any rights acquired under this hire to any other person
- The Hirer is responsible for the conduct of their guests at all times whilst they are on the premises. If the Hirer is not to be present at the event, he/she must provide the name and address of a person who will assume this responsibility
- The Hirer shall familiarise themselves with fire exits and position of fire-fighting equipment, and shall advise all those attending of emergency exits
- The Hirer is responsible for providing first aid arrangements for the event(s). Accidents occurring during set up or a performance must be reported to the Christ Church Duty Manager and an accident form completed
- The Hirer shall be responsible for proper order during the event, in particular, for the provision of adequate stewarding for the event as agreed at the time of booking
- The Hirer is requested to complete a risk assessment to cover the specific nature of their intended event and to provide a copy of such to the Christ Church Events Coordinator 14 days prior to the holding of the event
- The Hirer is required to comply with the fire safety arrangements within the Church building and/or (as the case may be) Lower Christ Church Mews and all other aspects of the Christ Church Health and Safety Policy
- The Hirer is required to work with the Duty Manager supplied by Christ Church at all times during and after the event and understands that the Duty Manager's decisions will be final in all matters relating to the use of the building and especially for Health and Safety matters
- The Hirer shall be responsible for providing a presence at the external doors of Christ Church and/or (as the case may be) Lower Christ Church Mews during the period of hire. At no time should any unlocked external door be left unattended
- The number of persons attending an event in the Church building shall not exceed the number of seats agreed in advance with Christ Church
- Furniture may only be moved if agreed in advance and must be returned to its normal positions by the end of the hire period. In particular nothing shall be placed on or in close proximity to the altar.
- Use of piano, electric keyboard, organ or other musical instrument must be agreed beforehand and may not be touched if not specifically included in the booking
- There will be no access to or use of the gallery within the Church building unless agreed in writing beforehand
- The provision of simple PA equipment may be included in the hire charges. Any additional PA or lighting equipment will need to be provided by the Hirer and any hire charges and the operation of any equipment are the responsibility of the Hirer. Full details including electrical load should be discussed with the Christ Church Events Coordinator at the time of booking
- The Hirer must be able to demonstrate that he/she has adequate Public Liability Insurance to cover claims arising from their activities or the use of any equipment brought into the Church building or (as the case may be) into Lower Christ Church Mews
- Christ Church accepts no responsibility or liability for any damage to or loss of any property belonging to any person or organisation using the Church or Lower Christ Church Mews or grounds.
- The Hirer shall be responsible to Christ Church for any damage caused by or arising out of its hiring of the Church building or (as the case may be) of its hiring of Lower Christ Church Mews, whether such damage is caused to the fabric of the church building or to Lower Christ Church Mews, or to internal finishes or fittings within the Church building or (as the case may be) within Lower Christ Church Mews, or to any property or furniture or other items owned by Christ Church. Christ Church may at its own discretion have such damage repaired or damaged items replaced or repaired and the Hirer shall reimburse Christ Church for any costs thereby incurred
- If the Hirer is serving drinks and/or food they are responsible for taking away any empty bottles, general waste and cardboard etc. for recycling
- The Hirer shall leave the premises in the same condition as found
- No animals are allowed in the Church building or Lower Christ Church Mews except guide dogs/ hearing dogs accompanying their owners
- If Christ Church considers that any planned event, performance or activity that is taking place or likely to take place in the Church building or in Lower Christ Church Mews is, or is likely to be, offensive, immoral or contrary to any law or regulation, or is likely to run against the celebration of faith, hope and love that is at the heart of Christ Church Christian belief then Christ Church may forthwith terminate this hire
- Christ Church sits in the middle of a residential area. All care should be taken to minimise noise when leaving the event especially late at night. Any complaints received from neighbours shall be recorded on the appropriate form for investigation by Christ Church
- No parking spaces should be assumed to be available as part of the booking, although the designated disabled parking space may be used by disabled persons temporarily by previous agreement