



HARLINGTON METHODIST CHURCH TERMS AND CONDITIONS

Primarily, Harlington Methodist Church (HMC) is a place of worship and these Terms and Conditions respect and reflect this statement.

1. The building is not to be used for the promotion of teachings or activities inconsistent or in conflict with the Christian ethos of Harlington Methodist Church. As such, HMC, reserve the right not to accept any booking which it feels does not meet these requirements.
2. Fire Regulations restrict the maximum capacities as follows: Upper Hall – 60, Lower Hall – 80 Sanctuary area – 97. Please ensure these numbers are complied with.
3. The User shall ensure that there is no smoking, no supply or consumption of alcohol or illegal substances and no gambling on the premises, during the time of their booking. Raffles are considered as gambling but may be held at fundraising functions, usually for donated prizes, and subject to the following rules: *(These are either law or as prescribed by Methodist Conference)*
 - a The only expenses that can be deducted in connection with raffles are those of printing the tickets, and of purchasing prizes.
 - b The sum expended on prizes must not exceed £50.
 - c None of the prizes may be cash or alcohol.
 - d The sale of tickets and announcement of the results must take place during the course of the event. (It is not permitted to sell tickets door to door).
 - e The raffle must not be a substantial inducement for persons to attend the event.
4. HMC expects high standards of behaviour from all its users and hirers are responsible for the conduct of their group while at the building. In particular, users and hirers must be aware of surrounding properties and the effects of any noise disturbance, especially if windows are open.
5. HMC have a policy on ‘Safeguarding Children’.
“As the people of the Methodist Church we are concerned with the wholeness of each individual within God’s purposes for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and young people.”
Users and hirers should respect and comply with this policy, further details of which can be made available on request. Regular or long-term users will be expected to sign a Safeguarding Declaration.
6. The premises must be left in good order and vacated not later than the time booked with all furniture and other articles returned to their assigned positions. The user will also ensure that all lights and electrical equipment (except where specified) will be turned off and that windows and doors are properly secured. Specific details and useful information relating to each room are posted near to the main entrance for that room.
7. The user should notify HMC of any material defect in the premises or in any of the Church’s fixtures, fittings and equipment.
8. Any damage to the premises, fixtures or fittings and any loss of property, which occurs during the period they are using the premises, will be the responsibility of the user and will be recharged by HMC.
9. The user will provide the Church, upon request, any promotional material or publicity relating to their activities in the context of the hire, including any that make reference to the Church’s name and address.
10. HMC is covered by Public Liability Insurance. This cover does not extend to organisations and activities not directly under the control of HMC. We must advise that no liability is accepted by HMC for the loss of or damage to any property belonging to any person or organisation using the building. Nor do we accept any liability for personal accident or illness sustained by any person. Accordingly, to protect your own interest, HMC advise appropriate insurance cover should be by the hirer.
11. Health & Safety. The user will ensure that specific conditions relating to the use of the lift, stairs and any equipment are strictly adhered to, particularly with regards to children.
12. Any breach of these Terms and Conditions could result in supplementary charges or loss of deposit and a cancellation or refusal of any future bookings.