

'Conditions of Use at St John's Hill URC, Sevenoaks, Kent'

1. Use of Church Property is limited to those rooms specifically booked together with non-exclusive use of adjacent toilet facilities and facilities for preparation and serving of hot and cold drinks and light refreshments. Also, only if specifically booked, non-exclusive use of the Church garden.
2. Reasonable use of the lighting and heating of the Property is included. The User agrees to manage the lighting and heating economically and if there is excess usage to pay any additional sum which the Church shall consider reasonable.
3. The User shall take good care of the Property, the furniture, fittings, equipment and other property therein, shall report to the Church any damage, breakages or defects and shall make good and pay for any damage, howsoever caused, to the satisfaction of the Church.
4. The User shall not use the Property for any other purpose or at any other times than those agreed.
5. The Church shall not be liable to the User for any loss incurred as a result of any event or happening rendering the Property unfit for use or which may cause the Property to be closed or the use to be interrupted or cancelled.
6. Limited non-exclusive car parking facilities are available on the Property. Careful parking on the front grass area is acceptable and encouraged. The User shall cooperate with all other users in the use of those facilities, ensuring that access and egress is made available to all users at all times.
7. There are strict restrictions on the use of Barbecues and Bouncy Castles on the Property and prior agreement must be obtained. Further details can be provided by the Church office, Bookings Officer or from his/her deputy. Fireworks are not permitted on the Property under any circumstances.
8. The Church reserves at all times a right of entry on to the Property.
9. The Church will be under no liability in any respect for any damage or theft or loss of any equipment or personal belongings whatsoever brought on the Property by the User or any person enjoying the use of the Property for that purpose.
10. Throughout the period of use the User shall be responsible for the efficient supervision and security of the Property including the effective control of children and orderly and safe admission and departure of persons to and from the Property in case of emergency.
11. The Property shall be vacated by the end of the time booked and left in a clean and tidy state and securely locked. If there are other people in the building, notice shall be given that the User has vacated the Property.
12. The User may not make any alteration in the decorations of the Property or affix anything to walls of the Property without the prior consent of the Church.
13. The User undertakes to observe any fire precautions and emergency arrangements pertaining to the Property, as displayed on the Property or notified to the User in writing. Emergency exits are not to be impeded or blocked at any time.

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14. Catering areas must be left clean and tidy and any crockery / cutlery used washed and put away; all chairs and furniture shall be stacked or returned to the position in which they were found (ensuring chairs are stacked as specifically noted) and toilets shall be left clean and flushed. Please do not leave any soiled nappies on the Property.
15. The fridge and/or freezer may be used only during the period of use for foodstuffs and drinks that are within date. Any foods must be contained and covered appropriately. Where a use extends over a continuous period of days, overnight storage between adjacent days is permitted.
16. The User shall not leave any goods or apparatus on the Property unless previously authorised by the Church.
17. No goods, materials or apparatus shall be left out on the Property which may interfere with or jeopardise use by others or impede the cleaning of the Property. Please remove all your own rubbish from the Property at the end of your use.
18. In the event of use of the Property resulting in any increased insurance premiums being payable by the Church to pay such increased premium upon demand and in the event of any rates or other charges being raised by the Local Authority(ies) in respect of the use of the Property to pay the same on demand.

The following clauses do not apply to Church Organisations who are covered by and adhere to the Church's own policies in respect thereof:-

- 19 The User agrees to insure with a reputable insurance company against any injury or damage caused to or by the User or his/her helpers, servants, agents, pupils, members, or their friends whilst on Church Property and to indemnify the Church against any claims or demands in respect thereof.
- 20 The User shall comply with and adhere to all up to date legislation in respect of Health & Safety, Safeguarding of Children and Adults and Data Privacy.
- 21 The User shall indemnify the Church against all matters whatsoever relating to Copyright and Media publication.