

The logo for St Barnabas Church features the text 'St Barnabas' in a teal script font, 'CHURCH' in a large, bold, black sans-serif font, and 'LEEMAN ROAD' in a smaller, black sans-serif font below it. To the right of the text is a teal silhouette of a three-masted sailing ship on stylized waves. The background is a light teal gradient with white wavy lines.

*St Barnabas*  
**CHURCH**  
LEEMAN ROAD

## **Terms & Conditions of Hire**

### **Reservations**

Prior to the agreement date, the client has submitted a request for the rental of the facility and signed a booking form.

Subject to availability and alignment the charitable purposes and faith statement of St Barnabas Church, if your enquiry is accepted you will be required to pay a 50% deposit within 7 days of the enquiry in order to confirm the booking. Until we receive the deposit your booking is not confirmed and if we do not receive the deposit we will assume that you no longer want to go ahead with the booking.

Full payment will be due no later than 7 days before the date of the hire. As above, if we do not receive the full payment by this date we will assume that you no longer want to go ahead with the booking and will cancel the booking.

No antisocial behaviour of any kind, including bullying and discrimination, will be tolerated while using this facility or during the booking process.

### **Hours of Operation / Access to the Facility**

Access to the church will be provided by a member of the church who will meet you at the entrance at the agreed start time.

All activities including cleanup shall conclude no later than the reserved date and time.

The Client will be held responsible for any and all guests on the premises who are present as a result of the class, event, or meeting being held by the Client.

### **Services Offered**

St Barnabas Church will not provide staff during the event, however, should any issues arise with the facility, you can contact us by phone to help resolve the issue.

St Barnabas Church will not serve, secure, or decorate during or before the event.

It is the Client's responsibility to inspect the facility prior to the rental period and to perform reasonable cleanup at the conclusion of the reservation.

### **Cleanup of the Premises**

The Client must clean up at the conclusion of their event. This includes any major messes on the floors, in the toilet and in the kitchen. Access to any necessary cleaning supplies will be provided as well as a cleanup checklist for the Client's convenience.

All rubbish must be picked up and placed in the rubbish bags that are provided. If any rubbish bags are filled, they must be left next to the bins in the kitchen.

### **Miscellaneous Terms**

No live animals will be allowed on the premises (Excluding service animals) unless prior permission was obtained.

The Client will be held responsible for any and all animals on the premises who are present as a result of the class, event, or meeting being held by the Client, and will be responsible for any cleanup due to animals being present in the facility.

All guests attending the event shall remain within the designated areas.

St Barnabas Church will not be held liable for any property left on the premises after the event's conclusion.

No smoking, includes e-cigarettes will be permitted in any area of the facility at any time.

### **Cancellation Policy**

All cancellations made 7 days or more before the planned event will be refunded in full. Any cancellations after that period will not be fully refunded.

Should St Barnabas Church choose to cancel this facility rental agreement at any time due to the Client's violation of the terms of this agreement resulting in property damage, or the act of antisocial behaviour, any fees paid by the Client are considered non-refundable.

Should St Barnabas Church choose to cancel this facility rental agreement for other reasons, the reasons will be specified and any fees paid by the Client are fully refundable.

St Barnabas Church reserves the right to cancel the agreement in its entirety but must provide no less than one week's notice to the Client before doing so. In cases where we have discretionarily waived hire-fees, this notice period may be shorter.

### **Insurance**

St Barnabas Church maintains general liability, fire, and property insurance. However, our insurance policies do not cover or protect against loss of Client's property or damage or injury to Client's guests or their property.

If the Client wishes to hire outside entities for their event, permission must be obtained to do so. Any outside entities hired for the event must provide their own insurance, Safeguarding Policy and Risk Assessment. St Barnabas Church will not be held liable for any loss or damage of an outside entity's property or for any injury sustained to them.

## **Security**

The Client shall provide ample security for all guests during the event if any is needed.

The Client shall provide their own Safeguarding Policy and Risk Assessment prior to the event held and a copy will be kept on the premises for the duration of the rental agreement. These Policies and Assessments must work in conjunction with and not to the exclusion of the policies and assessments already in effect at St Barnabas Church. Should the client need a copy of the building policies and assessments they will be provided upon request.

In the event of youth or underage events, additional security will be required. The client may provide chaperones for the youth event with prior authorization.

## **Indemnification**

The Client agrees to indemnify, defend, and hold harmless St. Barnabas Church and its representatives from any and all claims, damages, losses, injuries to personnel or guests, or liabilities arising out of or resulting from the Client's use of the premises.

## Conditions of Hire

1. Check positions of fire exits (displayed in each room). The assembly point is outside the gates. This information should be announced to all at the beginning of the event.
2. Make sure you are aware of fire exits (there is a key in a housing near the back door) and exit routes are clear of obstructions.
3. Check the position of fire extinguishers and how to operate them.
4. Have fire marshalls designated to ensure people leave the premises in an orderly fashion and make sure everyone is accounted for, in the event of a fire.
5. When dark, check lighting is switched on at inside exit routes and outside the doors.
6. St Barnabas has its own basic first aid kit in the kitchen area. Please familiarise yourself with its location. It will be at your discretion around provision of first aiders.
7. Provide your own Risk Assessment for the function/activities during your hire of the building/room.
8. Drinking of alcoholic beverages will have been discussed at the time of hiring. If you have not done this, we would respectfully ask that alcoholic beverages are not consumed on the premises.
9. Please ensure that children do not play in the area around the altar for their own safety.
10. Please ensure that you leave the building / room in the condition you found it, so that it can be used, without having to be cleared, for the next group using it. This includes removal of all rubbish.
11. Please ensure that if you have turned on any heating or lights, that you turn them off at the end of your session, before you leave the building.
12. Any breakages must be paid for.

Please bear in mind that you are responsible for health and safety during the event.