

**TERMS AND CONDITIONS OF HIRE OF
THE OLD CHAPEL,
GOTHERINGTON**
Revision date Dec 2022

Booking:

- The Hirer must be over 18 years of age and be on-site for the duration of the hire period.
- Period of hire must include time to set up and clear away. The minimum period of hire is one hour.
- Reservations must be made with the Booking Secretary and will not be confirmed until the required deposit has been received.
- The Booking Secretary must receive cancellation of a booking at least two weeks prior to the booking. **Failure to do so could incur a full charge.**
- The deposit is refundable only after satisfactory inspection by a OCMC representative.
- The key must be returned to the Booking Secretary immediately after the event or as agreed with the Booking Secretary.
- We reserve the right to refuse any hire if we feel it will pose an unacceptable danger to our building or be a nuisance to our neighbours. Our decision will be fully communicated but will be final.
- The supply or sale of alcohol will not be permitted during a hire unless this has been approved by the full trustees and the hirer has applied and been awarded a TEN.

Hirer's Responsibilities:

- The Hirer should ensure that good order is kept at all times, by those in attendance, on arrival, inside the OC, and on departure.
- The Hirer should take reasonable care to ensure occupants of neighbouring properties are not inconvenienced by noise, vehicle obstruction, etc.
- Animals are not allowed in the OC (with the exception of guide and hearing dogs)
- The Hirer will be responsible for the loss of or damage to any items, fixtures or fittings at the OC. Any such loss or damage must be reported to the Booking Secretary and confirmed in writing, without delay.
- The Hirer should take all refuse away with them. Perishable foods must not be left on the premises.
- Tables should be cleaned and returned to their original position. Chairs should be stacked in the trolleys provided, ensuring there are no more than 20 chairs per trolley.
- The Hirer is responsible for leaving the OC, the toilets, and the kitchen as they found it in a clean and tidy condition. If extra cleaning is required by the OC cleaner after a booking, the cost will be deducted from the deposit before refund. Please be mindful of the following OC user and leave it as you would wish to find it.
- Before leaving the OC, please ensure **ALL** lights and power points are turned off, including toilet, kitchen and external lights. **ALL** doors and windows must be securely closed.
- Access to the mezzanine level should be monitored and in no circumstances should children be left unsupervised in that area.
- In line with the Old Chapel safeguarding policy: For a group hire where children are involved there must be a minimum of 2 adults present at all times when one or more children are present. The exception to this is where a parent(s) and their child are alone in the Old Chapel preparing for an event.
- Do not allow and chairs or tables to be used close to the balustrade in the mezzanine area.

- Care should be taken when exiting the mezzanine area due to the reduced head height in that area.
- The controls to the boiler located under the stairs must not be adjusted at any time.
- Parking is not allowed directly outside the OC except to drop off or pick up. This is a dangerous 4 way junction and consideration to road users should be paramount at all times. The OCMC cannot be held responsible for any prosecution incurred by dangerous parking in this area.
- The hirer is asked to advise people attending their event to only park along Gretton Road on the telephone box side and avoid double parking.
- Cars must not be parked on pavements for the safety of pedestrians.

Health & Safety:

THE SAFETY OF USERS MUST TAKE FIRST PRIORITY AT ALL TIMES

- Smoking is NOT permitted in any part of the building.
- The Hirer is responsible for fire safety for the duration of their booking.
- The Hirer, on arrival at the OC, must familiarize themselves with the fire procedures displayed on the notice board.
- Fire extinguishers and heaters must not be tampered with.
- The kitchen window can be used as an escape route in the event of an emergency.
- In the event of a fire, the Hirer must supervise safe clearance of the OC and assemble the users to the left in the lay-by outside No. 5 Gretton Road.
- There is no telephone at the OC, The Hirer or his/her representative must contact the emergency services and the booking secretary as soon as possible.
- The Hirer is responsible for First Aid. A basic First Aid kit is located in the kitchen. Any accident on the premises must be recorded in the Accident Book, located in the kitchen, and also reported to the Booking Secretary accordingly.

General:

- The OC Management Committee (OCMC) does not accept any responsibility for loss of or damage to personal belongings, money or other articles belonging to those making use of the building.
- OCMC reserves the right to stop any entertainment or meeting not properly conducted. Right of entry to the building during such entertainment or meeting is reserved to the officials of OCMC or any police officer.
- The OC Premises Licence is **NOT** available to a Hirer. Alcohol may be consumed on the premises but under no circumstances may it be sold. If alcohol is to be sold, or is included in the price of entry to an event for the period of hire, the Hirer will be held responsible for complying with the Licensing Laws and Regulations and must arrange a Temporary Events Notice from Tewkesbury Borough Council.
- Playing of live or recorded music is permitted in the OC. The Hirer must be mindful of those the residents located near to the hall. Music must not be played after 11pm on any day of the week.

GDPR:

- We reserve the right to hold the personal data of any OC hirer, including name, address and contact telephone number for the period of the booking. This is to allow us to operate the booking system efficiently.
- We will only hold this data for our own use and will not share it with any person or organisation outside of the OCMC.
- All data will be deleted after the required period.
- No financial data will be held on our OC servers at any time.
- Any cheques used as payment for a hire period will be held by the booking secretary in a secure location until presented for payment to the bank.
- Any bank details required for BACS payments will not be held on our server.

These Terms and Conditions have been devised to help all Old Chapel users have a pleasant experience of the building, whilst being mindful of subsequent users and our neighbours.

Please enjoy your time at The Old Chapel. If you feel there is something we can do to make your experience even better, do not hesitate to mention it to any committee member.
We appreciate your feedback.

Signed;

Old Chapel Management Committee

November 2022.

BACS Payment Details

Lloyds Bank

The Old Chapel Community Project

30-96-26

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Please include your surname and date of your booking as the reference.
Many thanks.