

TERMS AND CONDITIONS FOR USE OF THE PREMISES OF SOUTHAMPTON VINEYARD CHURCH

The following matters require the attention of all users of the Old Chemist.

Throughout this document “The Church” means Southampton Vineyard Church, “The Trustees” means the serving Trustees of Southampton Vineyard Church **or** any person appointed by the Trustees to act on their behalf. “Premises” means the Old Chemist. “Organisation” means the group of people on whose behalf the Premises are booked, “Organiser” means the leader or representative of the group of people on whose behalf the premises are booked, “Users” means all the people who enter the premises in connection (either directly or indirectly) with the Organiser’s event.

1. The availability of any part of the premises to any outside Organisation is at the sole discretion of the Trustees who reserve the right to decline any booking or renewal of booking without giving a reason for their decision.
2. The maximum duration of any agreement to use the Premises is initially for the period of three months, which may be extended and reviewed annually.
3. The Trustees will decline any booking from any Organisation which **in the Trustees’ opinion** promotes beliefs and activities that are in conflict with the beliefs and activities of the Church.
Organisations granted the use of the Premises agree to refrain from such activities.
4. **No Smoking** is permitted anywhere on premises.
No alcohol may be sold on Premises. Written permission may be granted at the church’s discretion for consumption of alcohol in the premises.
No illegal drugs or other substances may be brought onto Premises.
It is the entire responsibility of Organisers to ensure that all users of the premises are made aware of these regulations and strictly comply with them. **Failure by the Organisers to enforce compliance will be deemed a wilful breach of the Terms and Conditions (see paragraph 13 below).**
5. Organisation may use the sinks, cooker, cutlery, crockery and kettles provided. But may **not** use other kitchen items belonging to the church. Users are expected to leave the kitchen in a clean and tidy state afterwards.
6. **Keys** will be collected and returned by mutual arrangement and by the signing of receipts. The possession of a key does not permit right of access to Premises outside of the specific days and times booked and agreed upon. Organisations will therefore ensure that they have booked sufficient time for setting up and clearing away after their event.
7. Keyholders will not make or attempt to make duplicates of any Church keys loaned. Organisations agree that should they lose a Church key whilst it is in their possession, they will reimburse to the Church the full cost of replacing doorlocks and all associated keys.

8. Organiser will follow the supplied checklists for opening up the premises (including the legal requirement to unbolt emergency exits) and for securing the premises at the close of their session, and will act at all times to ensure the safety and security of the Church and its occupants. They will report any suspicious persons or activities to the Bookings Secretary or other Church Official.
9. Organisers are responsible for their own clearing up. They will put away any tables and chairs they have used and will ensure that the premises are left in a thoroughly clean and tidy condition.
10. Not items of furniture or any goods or property belonging to the Church may be removed from Premises.
11. All damage to church property must be reported and paid for.
12. Car parking space on Church property is extremely limited. Organisers will ensure that all users park their cars responsibly
13. The performance of music (whether pre-recorded or live) or any other production of sound at such volume level as cause annoyance, disturbance or interference to members of the public, occupiers or users of other premises, or occupiers or users of the Premises, is not permitted.
14. The Trustees will endeavour to ensure that organisations using Premises may do so without interference or distraction. However, the Trustees reserve the right to send, without prior notice, an appointed person or persons to observe the activities of any Organisation on the premises for the purpose of satisfying them that the agreed Terms and Conditions are being adhered to. Where, **in the opinion of the Trustees**, an Organisation is committing a wilful breach of these Terms and Conditions, the Trustees may summarily withdraw their agreement to the use of the premises, and the Organisation will be required to remove itself and all users immediately from the premises. In such cases, the Trustees will not be liable for any costs or losses incurred by the user, nor, as a result of its action, for the return of any monies contributed to church in respect of the use of its premises.
15. In order to comply with planning consent, The Premises must be vacated by 11pm.
16. A month's notice to change or terminate this agreement is required from the hirer.
17. Church requirements for its premises always take priority. Organisers will be advised of such dates as early as possible, although no minimum period can be guaranteed.
18. The Trustees reserve the right to apply amended or additional Terms and Conditions relating to individual organisations prior to the acceptance of any booking or renewal of booking.
19. Please return both signed sheets only.

Check List

Opening:

- Door to store room unlocked (as it is a fire exit).

Closing

Hall:

- Are external fire doors firmly closed?
- Are all windows properly shut?
- Are all tables folded and carefully stacked?
- Are all chairs carefully and properly stacked?
- Is the floor clean and clear of litter?
- Have cleaning materials been returned to kitchen?
- Has there been any damage? Have you reported on the correct form?
- Have you had to use the First Aid Box? Have you reported it on the correct form?
- Are all lights switched off?
- Are taps off and lights switched in the toilet?
- Do you have all of your property with you?
- Have all your guests now left the premises?
- Door into the storeroom locked?
- Are you sure you have the Old Chemist keys?
- Thank you! Now firmly shut and test the outside door, locking the lower lock.

We hope you enjoyed a successful event!

Extra checks for kitchen:

- Are all windows properly shut?
- Has all washing-up been done and everything been put away?
- Are floor and all surfaces clean and clear of litter?
- Are all electrical appliances (except the fridge) switched off?
- Are all cooker controls set to "off"?
- Are taps properly off?
- Have you removed all of your own property (including food waste and litter)?