

THE SWISS CHURCH IN LONDON

PLEASE COMPLETE THE BOOKING FORM AND RETURN TO: VENUE@SWISSCHURCHLONDON.ORG.UK

Contact details

Name of Hirer:

Name of Organisation (if any):

Address:

Telephone Number (daytime):

Mobile Number:

Email:

If charitable status state number:

Hiring details

Purpose of Hire/Type of event

Room(s) required:

Church Hall

Gallery Room

Date(s) required:

Start time:

Finish time:

Number of persons

Please note our Hire Conditions 5 and 6 as far as reservations are concerned

Facilities/Equipment required (please tick appropriate box)

Kitchen	<input type="checkbox"/>	Projector and screen (Hall/Gallery)	<input type="checkbox"/>
Piano (Hall only)	<input type="checkbox"/>	Flipchart (paper and pens)	<input type="checkbox"/>
Storage (if available)	<input type="checkbox"/>	Microphone, Music, AV System (Hall)	<input type="checkbox"/>

Details of hire costs (to be completed by the Swiss Church in London)

Cost of room hire	_____	£
Cost of facilities/equipment	_____	£
Total	_____	£
Deposit payable with booking form	_____	£
Payment due	_____	£

Cheques payable to: "Swiss Church in London"

BACS: Swiss Church in London, HSBC, 117 Great Portland Street, London W1W 6QJ

Sortcode: 40-03-15

Account Number: 61410512

IBAN: GB58MIDL40031561410512

I have read and agree to abide by the rules set out in the Terms and Conditions of Hire (see attached), agree to meet the charges detailed above, and understand that signing this form constitutes a contract with The Swiss Church in London.

Signature: _____

Name: (please print)

Date:

The Swiss Church in London · 79 Endell Street · London WC2H 9DY
Phone 020 7836 1418 · Fax 020 7379 1096
E-mail: info@swisschurchlondon.org.uk · www.swisschurchlondon.org.uk

THE SWISS CHURCH IN LONDON

STANDARD CONDITIONS OF ROOM HIRE

PAYMENT AND CANCELLATION

1. **Deposit**, non refundable, of £50 or 10% of the rental charge whichever is the greater is required for a confirmed booking.
2. **Payment** of the full rental charge must be made within 30 days from receipt of the invoice but no later than 30 days in advance of the letting or the Swiss Church will have the right to cancel the booking. For a booking made within one month of the date required full payment must be made before confirmation.
3. **Cancellations** require a minimum of two months' notice to qualify for a refund. Refunds are made at 50% of the hire fee paid if cancelled more than six months in advance and 25% of the hire fee paid if cancelled more than two months in advance.
4. **Termination** of a contract for a period exceeding three months requires one month's notice.
5. **Long-term bookings** In the case of bookings extending over a considerable period, the Swiss Church reserves the right to cancel a booking on a particular date if an urgent and unexpected church need arises. Such cancellations will be kept to an absolute minimum and adequate notice will be given.
6. **Exceptional circumstances** The Swiss Church reserves the right to cancel the booking if exceptional unforeseen circumstances arise. In the event of the Swiss Church cancelling the booking, all fees/deposits paid by the HIRER shall be refunded.
7. **Failure** The Swiss Church reserves the right to terminate any bookings by a group or individual which fail to comply with the terms and conditions below.

KEYS

Please arrange the collection and return of the keys with an employee/trustee of the church, Telephone 020 7836 1418. A deposit of £ 50.00 has to be paid on collection. The HIRER will be charged the replacement cost for lost keys. At the handover of the keys the HIRER or his representative will be informed about the fire escape route and other installations.

LIABILITY

8. The Swiss Church accepts no responsibility for any loss or damage to any property arising out of the HIRER'S activities whilst using the premises or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity, leakage of water, fire, riot restrictions, government restriction or act of god which may cause the Swiss Church premises to be temporarily closed or the function interrupted.
9. The Swiss Church recommends strongly that the HIRER has adequate insurance in force for all legal liabilities which could arise, including death or personal injury to third parties or damage to Swiss Church property or the property of others, arising out of their occupation and activities whilst at the premises. The HIRER is required to provide the Swiss Church with a copy of a valid liability insurance to be able to hire the premises.

LICENSING

10. The HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
11. Under no circumstances is the HIRER allowed to sell **alcohol** on the premises without prior written consent of the DPS even if the necessary licences have been obtained.

SAFETY

12. The HIRER must not permit activities which might reasonably be foreseen as liable to cause damage or injury.
13. The HIRER will comply with the provisions of the Church's Health and Safety policy and will ensure that all those using the premises are aware of the appropriate safety procedures.
14. The HIRER must ensure that any portable electrical equipment brought onto the premises in connection with their use of it, by prior agreement with the Church, conforms to British Safety Standards.
15. The HIRER shall during the period of hiring, be responsible for supervision and security of the building, protection of the fabric and contents from damage, and the behaviour of all persons using the building or having access to the building. The number of participants given on the booking form must not be exceeded, maximum capacity of the Hall 120 people, rest of the venue 50 people.
16. The HIRER shall during the period of hiring, be responsible for the safety of wheel chair users on the premises. In case of fire, evacuation chairs are located by the stairs in the basement and by the stairs on the top floor. The hirer must have a team member trained in the use of the evacuation chairs.

CODE OF CONDUCT FOR WORKING WITH CHILDREN OR YOUNG PEOPLE

1. The HIRER must agree to and sign **Appendix 1** (attached)
2. The HIRER must provide a copy of their Safeguarding Policy.
3. The HIRER must provide a list of name(s) and a copy of DBS certificate(s) of individual(s) who are supervising children under the age of

RULES GOVERNING USE OF THE BUILDING

GENERAL

- a. The HIRER shall not use the premises for any illegal purposes or any purpose incompatible with **Christian** beliefs and practice or other purpose than that specified in the booking agreement and shall maintain good order and conduct.
- b. **Booking Times** must be adhered to and must include setting up and clearing up time. Prior permission for any extension must be obtained in writing and may be withheld at the Swiss Church's absolute discretion.
- c. **Advertising** material must clearly display the name of the person or organisation responsible for the event.
- d. **Food and Drink** No food or drinks (other than water) are permitted to be taken, served or consumed in the Church Hall unless there is a prior written agreement.
- e. The use of the **Church's grand piano, audio and video system** are subject to a special hiring fee and are not permitted without prior written agreement and on payment of respective hiring fees.
- f. The use of the **kitchen and kitchen appliances** provided is by special agreement and on payment of the respective hiring fee. The kitchen must be left clean and tidy after use.
- g. The HIRER must not **leave any equipment, furniture or articles** of any kind on the premises without prior written agreement from the Church who reserves the right to charge a separate fee for the provision, if available, of specified and agreed storage facilities.
- h. **Bicycles and animals**, with the exception of guide dogs, are not permitted inside the building.
- i. **Nuisance** The HIRER shall not use the premises in such a way as to cause any noise, nuisance, damage, disturbance, inconvenience or interference to the premises or to adjoining or neighbouring properties or to the owners, occupiers or users of such adjoining or neighbouring property and ensure that the users leave the premises quietly by 11pm unless otherwise agreed in writing. The HIRER shall not bring any poisonous, dangerous, malodorous, inflammable or illegal substances on to the premises
- j. **Flash Photography** or the use of **Strobe Lighting** is not allowed unless there is a prior written agreement.
- k. Regarding performance of **Live Music**, the HIRER is responsible for ensuring the necessary licences have been purchased and the SWISS CHURCH takes no liability or responsibility in covering music licensing and selling of merchandise.

CARE OF BUILDING

- l. **Care.** The HIRER is expected to take reasonable care of the buildings, equipment and furniture.
- m. No **alteration or addition** to the Church fixtures, furniture, musical, electrical, audio/visual and lighting equipment must be made. The use of nails, screws, staples, adhesive material on painted and polished surfaces is forbidden.
- n. The HIRER agrees not to erect any decorations, exhibitions or displays on the premises without prior written consent. Any such items must be rendered non-flammable and shall be removed by the HIRER by the end of the event, the HIRER making good all damage thereby caused.
- o. **Damage** The HIRER shall be held responsible and indemnify the Swiss Church for the cost of repair, renewal or replacement of Swiss Church property, fixtures or equipment damaged or made unusable during or as a result of the event, however caused. Any breakages and spillages must be notified to the Church immediately.
- p. **Smoking** is not permitted in the building.
- q. **Cleaning up** The HIRER must leave the premises in a clean and tidy condition. All rubbish must be collected and taken off site. The Church reserves the right to charge users a fee for cleaning and rubbish disposal if the used rooms/kitchen are left in disorder. Special rubbish collections are charged to the HIRER.

SAFETY

- r. **Security** The HIRER agrees to ensure that the premises are not left unattended during the period of the booking and that the front door is kept closed at all times. Before leaving the premises the HIRER will check that there is no unauthorised person(s) remaining in the building.
- s. **Fire exits** must be kept clear at all times.
- t. **Accidents** Any incident involving personal injury must be recorded.
- u. **First Aid** A first aid box is located on the windowsill in the entrance hall.
- v. **Emergency** In case of an emergency during your stay on the premises please ring 999 and when safe to do so report to the venue manager on: 07590 879 201.

Before leaving the building the HIRER must make sure that

- All furniture and equipment are left in the same position as at the commencement of the hiring.
- All lights are switched off.
- All taps are turned off
- All litter and rubbish removed.
- The kitchen/kitchenettes are clean and tidy (where used by special agreement).
- All doors are locked and windows properly secured.

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E-mail: info@swisschurchlondon.org.uk · www.swisschurchlondon.org.uk

THE SWISS CHURCH IN LONDON

The following conditions in addition to our terms and conditions will apply:

- Respect the venue as a place of worship.
- Submit event floor plan to the Swiss Church for confirmation of the set before proceeding with the build along with a full risk assessment.
- No alteration or addition to the Church fixtures, furniture, musical, electrical, audio/visual and lighting equipment must be made. The use of nails, screws, staples, adhesive material on painted and polished surfaces is forbidden.
- Ensure that the floor is well protected and that all props/sets are prepared off-site so no painting/wallpapering, sawing or sanding is done at location. May lay temporary flooring in the main church and entrance areas to protect the wooden floors.
- Arrange off-site storage for all packaging/spare props.
- The communion table and the piano are only to be moved with prior written permission, and if permission obtained, it should be done with great care.
- Allow enough time for the event set-up and take-down to minimise disruption to the church and the number of people on-site at any one time.
- Great care must be taken with the plaques which are under a Heritage preservation order.
- The premises must be vacated and locked up by 11 p.m at latest unless agreed by prior permission.
- Drinking alcohol outside the premises doors is strictly forbidden.

Signature: _____

Name: (please print)