

enfieldvineyard

32 – 36 Brigadier Hill, Enfield, Middlesex, EN1 0NQ

E: bookings@enfieldvineyardchurch.com | W: www.enfieldvineyardchurch.com

Hall Booking Contract

Hirer Details

Name:

Address:

Telephone Number:

Email:

Group/Club/Society/Business:

Alternate contact number in case of emergency if different from above:
(this should be someone on site during the hire times)

Booking Details

Dates & Times (*incl/excl Bank Hol*)

Hall:

Event Purpose:

Deposit Amount:

Rent Amount:

Notes:

NB If any of the details above are incorrect, please let us know as soon as possible. Please read the attached terms and conditions and then sign and return the contract as acceptance of the booking along with full payment for the booking plus the returnable deposit. The deposit will be returned if appropriate.

Hall Booking Contract

Booking to commence on:

Agreement:

I have read and accept the requirements of the [Enfield Vineyard Risk Assessment Policy](#)

I have read and accept the requirements of the [Child Protection Policy](#)

I have read and accept the requirements of the [Safeguarding Vulnerable Adults Statement](#)

I have read and accept the Terms and Conditions of Enfield Vineyard Hall Hire below, and agree to abide by them

Renter's Name:

Renter's Signature:

Date:

Bookings Manager Name:

Bookings Manager Signature:

Date:

Payment will go to **Enfield Vineyard**, for and on behalf of the Trustees of Enfield Vineyard Church.

A Rental payment invoice will be issued in advance, with 30 days payment terms.

Terms & Conditions of Hire 2022

Enfield Vineyard

In these terms and conditions, the terms “Users” and “You” refer to the individuals, groups or organisations who make use of the church premises for meetings or other activities. “The church premises” refers to the buildings known as Enfield Vineyard Church. The responsible managers of which are the Trustees.

Your use of the church premises is subject to the constraints of English Law, and to the conditions imposed by the Trustees.

All users of the church premises must read the following terms and conditions and sign a declaration stating they agree to abide by them.

1. SECURITY

You are expected to take all reasonable precautions to ensure the security of the building and its contents.

Valuables You should take note, and warn all other users, that money and valuables should never be left unattended in any part of the building.

Keys Key-holders are expected to keep their key(s) safely. They should only be lent to authorized persons and additional copies should not be cut. If additional or replacement keys are required these should be requested from the Bookings Manager.

Booking Transfer The benefit of a booking may not be assigned or transferred (in whole or in part) and the hall may not be used by any person other than the user.

2. REPORTING DEFECTS AND ACCIDENTS

You are expected to report all damage, defects or accidents occurring on the premises. Accident books located in the Upper Hall and the Lower Hall and you are required to report all injuries to people by an entry in the appropriate book. If you discover a situation which you feel could cause an accident this should be reported, immediately, to a church officer or the Bookings Manager. Circumstances which make the premises less pleasant or convenient than is desirable should be similarly reported. If there is anything which you can do to prevent an accident you are expected to take action to do so.

Cost Of Breakage You are expected to report any damage or breakage, resulting from your use of the premises, and to pay the cost of repair or replacement.

3. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

The individual/organisation making the hire agreement confirm they have received a copy of the Safeguarding Policy, has an understanding of it, and undertakes to follow it or comparable equivalent guidelines and procedures for the safeguarding of children, young people and vulnerable adults in or at the Building.

NB Whether or not your organisation brings children and/or vulnerable adults onto the premises the Trustees expect you will follow good safeguarding practice as others may be sharing the premises during your hire.

4. RISK ASSESSMENT

In compliance with legislation and the Enfield Vineyard insurance, hirers are responsible for doing a risk assessment of their use of the hired accommodation and to keep a written copy of the findings. Should you find hazards arising from our premises, please notify us so that action can be taken. Attached is our Risk Assessment Policy with our Fire Exit plan.

5. DUTY OF REASONABLE CARE

All users of the premises are expected to be familiar with current Health and Safety Law, to take all reasonable steps to avoid foreseeable risks and to be vigilant in looking out for hazards.

Public Safety You are expected to avoid leaving any of the following in areas where the public may have access: obstructions over which a person might trip; any item with sharp edges; objects which might fall from a height; substances known to be hazardous to health; and hand or power tools of any type. It is also important that all corridors, staircases and doorways are kept free of obstruction. Furniture, including sales stalls, rubbish or decorative items, such as Christmas trees, must not be placed in corridors or in front of doorways.

Priority In Emergencies The church puts the safety of any occupants of the premises much higher than the protection of property. Evacuation should be the first priority in any emergency and the second should be to call the Emergency Services. No one should take risks fighting fires and extinguishers are provided only for use on small fires.

Emergency Exits While the building is occupied by groups of people there must be proper provision for them to get out in an emergency. To this end, the door by which they entered must be left unlocked and in addition hirers of the upstairs rooms must also ensure the Fire Exit by the kitchen is also unlocked throughout the period of occupation.

Leaving The Building If you are a key-holder who is locking up, you are expected to see that these doors have not been left unsecured.

Fire Separation Doors

The doors between sections of the building, such as the door to the garage and the exit door upstairs next to the kitchen are there to prevent the spread of fire. They should only be propped open when people are going through them. Please ensure that these are closed when you leave the premises.

6. ELECTRICAL SAFETY

Great care must be taken when using electrical equipment on the premises. Permission should be sought before using any electrical appliance. Any permission given is subject to you taking full responsibility not only for the equipment (and any direct risk from fire or electric shock) but for any consequential effect that the connection of such equipment may have on the electrical installation in the building. The safety of all such equipment is your responsibility and we recommend that all appliances are regularly tested by a qualified electrician, in accordance with the Portable Appliance Testing Regulations. Specifically, coiled extension leads, worn flexes and items with guards that do not meet current British Standards are not acceptable.

7. HAZARDOUS SUBSTANCES

Inflammable, volatile, and toxic substances should not be brought onto the premises.

8. STORAGE OF FOOD ITEMS

Because of the risk of vermin, all foodstuffs must be stored in closed tins or jars, labelled with the owner's name. Any spillage of food or beverages must be cleaned up before leaving the premises.

9. TIDINESS

You are expected to ensure that the premises, including the toilets, are left in a condition which will be acceptable to the next users. Rubbish should not be left on the kitchen floor. All rubbish should be removed from the premises at the end of the hire. Any spillage or mess should be cleaned up. If you or your organisation sets up furniture for your use it must be replaced as you found it unless you are instructed to the contrary. Please switch off the room lights and close windows and the door when leaving, ensuring it is securely locked.

10. KITCHEN HYGIENE

The kitchen is a protected area for preparing food only. You may use it to prepare beverages and food by arrangement at the time of booking. Every effort should be made to avoid contamination of the worktops by not placing large cartons, shopping bags, handbags, or garments on them and by use of the sanitizing spray when appropriate. Further guidance will be provided on request. You are expected to provide your own fairly traded coffee, tea, milk etc. and to wash up afterwards, bringing your own drying up cloths.

11. SMOKING

Smoking is not permitted on the premises. This includes E-Cigarettes.

12. ALCOHOL

Alcohol may only be served at functions with prior written permission at the point of booking.

13. GAMBLING

In general Enfield Vineyard church is opposed to gambling. You should not sell raffle tickets or operate a Tombola on the church premises unless you have obtained express permission to do so, for each occasion.

14. CHURCH ACTIVITIES

Certain essential church functions and events have to take precedence over other activities. Special services, such as funerals, may be arranged at short notice.

15. SPECIFIC EVENTS/ACTIVITIES

Enfield Vineyard does not allow certain events or activities on the premises such as Halloween events and reserves the right to refuse any activity that is not in line with its' values.

16. COURTESY

Within such a large building it is quite likely that other users maybe sharing the premises with you and your organization. Please observe reasonable courtesy to avoid spoiling their activity. The user is responsible for the proper conduct of adults and children attending his/her function. In particular, the User must keep noise to a reasonable level.

17. STORAGE

You may only store items on the premises if space has been specifically allocated to you. Unauthorised items will be removed without warning.

18. DISPLAY MATERIAL

No posters or other material may be left on display on the church premises without permission of a church officer. Offending material will be removed without consultation. Temporary displays and signs, used immediately before and during an event, should be secured to appropriate display boards. You must not use Blue-Tac, Sellotape or pins on interior paintwork or pins in exterior woodwork.

19. INSURANCE

If you use the premises on a regular basis — i.e., more than 3 occasions during the year — you are required by Enfield Vineyard church to have your own Public Liability Insurance. Evidence of insurance will be requested when new bookings are being set up. You are also advised to consider having your own insurance to protect your members and property.

20. CANCELLATION POLICY

If you need to cancel a booking this must be given in writing at least one month before the booked date(s) to bookings@enfieldvineyardchurch.com. Refunds are at the discretion of the Trustees.

21. CAPACITY OF ROOMS

These are as follows and may not be exceeded under any circumstances.

Upper Hall: 35

Lower Hall: 16

22. DISCLAIMER

The Trustees of Enfield Vineyard, its agents and servants, shall not be liable to the user or to any person using or entering the hall/rooms for personal injury or for damage to, loss or theft of any property brought into the hall/rooms however it may be caused, unless caused by negligence on the part of the Trustees of Enfield Vineyard. The user shall indemnify the Trustees of Enfield Vineyard, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage loss or theft.

23. RIGHTS OF ACCESS

The Trustees of Enfield Vineyard and any persons authorised by them shall have the right to enter any part of the premises at any time during the period of use.

24. PARKING

ALL vehicles are parked at owner's risk. The Trustees of Enfield Vineyard are under no liability to insure against loss, theft or damage to vehicles.

The Emergency accesses must not be obstructed at any time and must be kept free for emergency services.

25. TERMINATION

Either party can terminate this contract giving at least 1 months' notice in writing.