

## St. George's Bloomsbury Hire Terms & Conditions

### Building Information

#### Church

- Seats 160.
- No food or drink in the Church, but water is permitted.
- One toilet which is accessible.
- Wheelchair accessible via lift; please liaise with church staff prior to booking.

#### Upper Vestry Hall

- 13 x 6.5m
- Kitchen for drinks and cold food preparation only.
- Two toilets, one of which is wheelchair accessible.
- Access from the back of the church, the address is: 6-7 Little Russell St, London WC1A 2HR.
- Disabled access can be arranged via the Church.
- The space and kitchen must be returned to its previous state by the end of the session, please note there is a dishwasher in the kitchen.
- ***If the Upper Meeting Room is hired to another group at the same time, then the kitchen and toilets will be shared facilities.***

#### Upper Meeting Room

- Semi-circular room, 6m x 2.5m.
- Kitchen for drinks and cold food preparation only.
- Two toilets, one of which is wheelchair accessible.
- Access from the back of the church, the address is: 6-7 Little Russell St, London WC1A 2HR.
- Disabled access can be arranged via the Church.
- The space and kitchen must be returned to its previous state by the end of the session, please note there is a dishwasher in the kitchen.
- ***If the Upper Vestry Hall is hired to another group at the same time, then the kitchen and toilets will be shared facilities.***

## St. George's Bloomsbury Hire Terms & Conditions

### Terms & Conditions of Hire

St George's reserves the right to terminate this hiring agreement **immediately** if at any time the following Terms and Conditions are not adhered to:

1. A signed copy of these Terms and Conditions must be returned to the Bookings Administrator [caretaker@stgeorgesbloomsbury.org.uk](mailto:caretaker@stgeorgesbloomsbury.org.uk)
2. These signed Terms and Conditions will apply to any future bookings in the following twelve months from the same hirer.
3. A deposit of 25% of the cost of the booking may be required on signing these terms and conditions. Such deposit shall only be refundable to the hirer in the event of the PCC cancelling the booking.
4. The PCC reserves the right to cancel the booking if exceptional circumstances arise. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the hirer shall be refunded.
5. The hirer shall pay the balance of fees due before the start date of the booking.
6. If the hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so.
7. 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.
8. The hirer shall be responsible for obtaining any Local Authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
9. The Hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the hirer or his/her organisation whilst using the building and send the insurance certificate to the office before the date of hire.
10. The hirer shall be responsible for the observance of all regulations affecting the building imposed by the Licensing Justices, the Fire Authority. and the Local Authority, or otherwise.

## **St. George's Bloomsbury Hire Terms & Conditions**

11. The Hirer shall not sub-let or use the building for any unlawful purpose or in any unlawful way or do anything or bring into the building anything which may endanger the building, their users, or any insurance policies relating thereto.
12. The hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the Building including the curtilage thereof or the contents of the Building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.
13. The hirer must not leave doors open, unlocked, or unattended at any time and must stress this requirement to all members of its party. All windows must be fully closed, with the fitch latches on the sash windows in the Upper Vestry Hall shut, before leaving the building.
14. The Hirer is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the building. It is the responsibility of the Hirer to ensure that the building is safe for the purpose for which they intend to use them. The Hirer must, in the event of an accident, inform their church contact via email and/or telephone as soon as possible.
15. St George's does not accept any responsibility for loss or damage to Hirer's property, which should not be left unattended at any time.
16. At no time shall the Hirer affix any equipment, or part of any equipment, to the fabric of the buildings whether by tape, Blu-Tack, glue pins nails, screws or any other means that may damage the furniture or fabric of the building or its contents.
17. St George's does not have storage space for items to be left overnight. We may be able to arrange storage for longer-term Hirers, but this MUST be agreed in advance and will usually involve moving items out of the hired space so other Hirers can use the space in the evening. Any damage caused to the floor or other fittings will be charged.
18. Hirers must bring their own tea and coffee and leave the kitchen clean and tidy after use. This includes washing and drying and putting away any items of crockery or utensils borrowed.
19. The church has parking for one vehicle at the back at the rear on Little Russell Street.

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20. The Hirer agrees to vacate the building by the time stipulated in this Agreement and in a clean and tidy state. The Hirer is liable for any extra cleaning costs. All lights must be switched off, all windows closed and locked, and all rubbish must be removed from the site. We have no resident caretaker!
21. No amplified noise in the Vestry Hall.
22. St George's reserves the right of entry during occupation.
23. Smoking on any part of St. George's property, including the outside courtyards, is strictly prohibited.
24. The Hirer agrees to respect the sacred and historic nature of the building and its surrounding grounds and shall not do anything contradictory to its Christian identity. In particular the altars and sanctuary area of the Church must be respected as a sacred space.
25. The altars may only be moved or rearranged with the PRIOR PERMISSION of the Church and can only be moved or rearranged by a Church staff member.
26. For public events the Hirer agrees to supply audience attendance, gross door takings and a copy of the programme for the Church's Performing Rights Society account obligations no later than 7 days after the performance.
27. The Church does not employ stage management, security, box office or catering staff. The Hirer will provide all such staff and at no time are Church staff to be used in any part of the Hirer's stage production, box office or catering requirements.
28. The Hirer acknowledges that no tenancy is intended to be created between St George's and the Hirer and that no relationship of landlord and tenant exists between them.
29. St George's reserves the right to refuse any booking without stating a reason.
30. The Hirer shall abide by the PCC Safeguarding Policy, signing the statement below to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority. See policy at <https://stgeorgesbloomsbury.org.uk/safeguarding.htm>



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Signed on behalf of the PCC by :

Date 21/11/2024

Revd David Peebles, Rector

I/we agree to abide by the Terms and Conditions of hire for my/our use of the parts of the building agreed.

Hirer Name .....

Signed.....

Name/Role of person representing the Hirer

.....

Date .....