

# Worle Baptist Church Hirers Agreement

## Terms and Conditions

1. The mechanical and electrical installations of the premises must not be supplemented or altered in any way, nor is any specialist equipment, such as public address systems, to be installed by the hirer except with the express approval of the Church.
2. The hirer will be responsible for damage caused to the Church premises and any property contained therein.
3. The Church shall reserve the right to alter or amend any of the regulations regarding the hire of premises at any time.
4. All hirers must make reasonable attempts to enter and leave the premises by such time as agreed with the Church. Entry and exit must be made so as not to cause any disturbance to nearby residents. (N Somerset District Council have stipulated the premises be vacated by 10pm).
5. A nominated responsible adult will be present at all times during the let and will closely supervise all young people under the age of 18.
6. Vehicles will be parked in the car park and not on access roads so as not to cause inconvenience and obstruction to nearby residents.
7. No sub-letting will be allowed without the prior permission of the Church.
8. There will be no smoking or consumption of alcohol on the premises at any time.
9. No smoke or steam machines, related to disco equipment are to be used on the premises. (This is due to the sensitivity of the fire alarm).
10. No dogs, with the exception of guide dogs, will be allowed on the site.
11. The Church will not be responsible to, or liable for, any person or persons who suffer injury or loss or damage whilst on Church property.
12. The Church does not provide first aid facilities.
13. ***It is the responsibility of the hirer to effect whatever insurance is necessary to cover liabilities. Insurance effected by the Church does not extend to hirers liability.***
14. The Church premises must be left in a clean and tidy condition (floors vacuumed and all other facilities left as they were found).
15. A deposit may be required from the hirers, to be returned immediately after the completion of the booking period, subject to the premises being left in an appropriate condition.
16. **The hirer will be responsible for completing the cleaning schedule set out in the Cleaning procedures document (attached) to ensure COVID safety measures are adhered to.**
17. **If anyone receives a positive Covid-19 test result within 48 hours of being in the building, you will contact us immediately.**

NB The use of the term Church mentioned in the hirers agreement refers solely to Worle Baptist Church.

# COVID Cleaning Procedures

Expectation of cleaning:

- Hirers of Hall will be expected to ensure they have a nominated cleaner for their time of hiring the hall.
- After the event, the cleaner will clean all areas used during the time of hire in accordance with the table below. This includes the toilet areas, kitchen (if used) and general building areas. Cleaning products, cloths and gloves will be supplied by the church.
- Hirers of the Hall are expected to take all their rubbish away with them.

<b>Event:</b>	
<b>Name of nominated cleaner:</b>	
<b>Action</b>	<b>Completed (please sign)</b>
<b>Toilet areas</b>	
• Door handles	
• Taps and basins	
• Toilet seats, cisterns, flush handles, bowl	
• Cubicle handles and locks	
• Soap dispensers	
• Light switches	
• Baby changing facilities	
• Handrails (disabled toilet)	
<b>Kitchen areas</b>	
• Door handles	
• Taps and sink	
• Microwave	
• Worktops	
• Cupboard door and drawer handles	
• Fridge/freezer handles	
• Light switches	
• Plates, glasses, cups, jugs, cutlery, utensils etc	
<b>General building areas</b>	
• Chairs	
• Tables	
• Light switches	
• Internal and external door handles	
• Hoover carpets	