



WESTBOURNE GROVE CHURCH TERMS & CONDITIONS OF HIRE For:

CHILDREN'S PARTY BOOKINGS/SMALL EVENT BOOKINGS/OTHER BOOKINGS -

1 Avalon Booking System

- 1.1. The WESTBOURNE GROVE CHURCH ("WGC") Main Hall may be booked for hire for children's parties subject to availability. WGC uses the Avalon Booking System and all Bookings will be made using this system.
- 1.2. Customers making a provisional or confirmed booking will be provided with a booking reference number for their Booking.
- 1.3. The HIRER'S Avalon Booking, herein after called "The Booking", will be used as the on-going record containing the agreed details of their Booking: dates, times, costs and spaces, other agreed items.
- 1.4. Only one provisional Booking may be made for each party at one time.
- 1.5. All Bookings are provisional for both WGC and The HIRER until The Booking Deposit is received.
- 1.6. Provisional Bookings will be held for 3 working days, up until 4pm on the last day. If The HIRER has not confirmed their Booking at the end of this period WGC may treat the provisional Booking as having been cancelled by The HIRER. WGC will cancel the provisional Booking and contact The HIRER to let them know they have done so.
- 1.7. Bookings may be confirmed by payment of The Booking Deposit, see section 3.
- 1.8. WGC agrees to provide The HIRER with a copy of The Booking and of any changes to The Booking.
- 1.9. The HIRER agrees to check The Booking / updated Booking, carefully, on receipt to verify that the dates, times, costs and spaces are those requested. If The Booking as issued to the HIRER does not agree with the dates, time, cost and spaces requested, the HIRER agrees to notify WGC on receipt so that corrections can be made. WGC shall not be liable, whether in contract, tort (including negligence) or otherwise for any indirect, consequential or economic losses or loss of profits arising from errors in making these Bookings
- 1.10. The HIRER agrees to provide WGC with up to date contact details to enable them to contact The HIRER in relation to The Booking.

2 Availability

- 2.1. WESTBOURNE GROVE CHURCH's Main Hall is available for hire for children's parties within the time periods shown below and subject to availability. Please contact the church reception team by email reception@westbournegrovechurch.org to book children's parties.

Saturday	9am – 6pm
Sundays	2:30 – 6:30pm only ALL OTHER TIMES CHURCH USE ONLY

- 2.2. Westbourne Grove Church retains sole use of the building on Sundays except for the Main Hall Suite between 2:30-6:30pm, when this suite of rooms is available for children's parties. Under no circumstances will access to the building be available for deliveries or for party set-up before 2:30pm. The HIRER, its guests, customers, representatives or

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contractors (including, but not limited to persons engaged by the HIRER to provide entertainment or other services) agree that no deliveries (other than balloons which may be delivered after 1.00 pm) will be arranged to arrive on Sundays before 14:30pm. Deliveries arriving before this time will be turned away.

- 2.3. Charges apply to all time used in the venue including setting up and clearing away time. The time required for set-up and clear up must be included in The Booking times agreed.
- 2.4. The HIRER agrees not to occupy the room(s) beyond the hours agreed in The Agreement. If they do so THE HIRER will incur additional charges at double the hourly rate for your booked space for every hour, or part thereof, overstayed.
- 2.5. If there are any changes to the agreed details of The Booking, the HIRER agrees to notify WGC at least 14 days before the date of The Booking in order that the changes can be agreed and The Agreement amended accordingly.
- 2.6. WGC reserves the right, without prior notice, to change the HIRER's assigned room for one of equal suitability if there are reasonable commercial or operational reasons for so doing (including but not limited to, the carrying out of works on the relevant room, for reasons due to Covid restrictions, or such room being otherwise unavailable.)

3 Booking Confirmations / Booking Deposits – The Agreement

- 3.1. The Booking Deposit shall be 1/3 of the agreed cost of the Party including equipment hire. ("The Booking Deposit"). Booking Deposits are non-refundable.
- 3.2. The provisional Booking can be confirmed by payment of The Booking Deposit.
- 3.3. No hiring agreement exists between WGC and The HIRER until The Booking Deposit has been received. By payment of the Booking Deposit the booking is confirmed and the HIRER enters into a hiring agreement, "The Agreement" with WGC. For information relating to the Terms and Conditions of The Agreement, see section 3.7
- 3.4. The date upon which WGC received The Booking Deposit/Confirmed The Booking, shall be the date upon which The Agreement was made, "The Agreement Date"
- 3.5. Should the HIRER fail to pay The Booking Deposit within 3 days of making the provisional Booking, WGC may treat The Booking as having been cancelled by the HIRER.
- 3.6. Upon receipt of The Booking Deposit WGC agrees to provide The HIRER with a copy of The Booking showing that the agreed Booking has been confirmed for them on our Avalon Booking system.
- 3.7. By making payment of The Booking Deposit The HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Westbourne Grove Church: Children's Party Bookings/Small Event Bookings/Other Bookings - Terms and Conditions of Hire, "The Terms and Conditions", for the time being in force and in such rules governing the use of the premises ("The Rules") as WGC may for the time being impose and of which the HIRER has been notified.
The Terms and Conditions are available on the WGC web site at www.westbournegrovechurch.org/wp-content/uploads/2016/02/WGC-Party-Bookings-Terms-and-Conditions.pdf and also at reception.
On arrival for their booking the HIRER agrees to sign the Party Customer Agreement to abide by the Westbourne Grove Church (WGC): Children's Party Bookings / Small Event Bookings/Other Bookings - Terms and Conditions of Hire and the WGC Suitable Use policy.

4 Payment

- 4.1. All Bookings must be made by an eligible HIRER (solvent individual, freelancer or company able to trade in the UK) who shall be the contracting party for the purposes of the Booking made with WGC. See also clause 17.8
- 4.2. The HIRER agrees to pay the balance of fees payable as stated in the The Booking. The balance of fees payable is due 3 working days before the date of The Booking.

- 4.3. If the balance of payment is not received during the Booking period or if additional charges are outstanding, WGC will invoice the HIRER. Payment is due for all invoices within 7 days from the date of the invoice. Queries should be referred to WGC within 7 days of the receipt of the invoice. Any queries should not delay immediate payment of the outstanding balance.
- 4.4. Payment can be made by cash, debit / credit card, or bank transfer to Sort Code: 09-06-66 Account number 43645047 (please notify payment to reception@westbournegrovechurch.org)
- 4.5. The HIRER shall pay WGC for the use of any equipment or other goods and/or services not provided for in The Booking but made available upon the request of the HIRER during their Booking(s). A list of additional charges is annexed to the Agreement. By signing the Agreement, the HIRER is agreeing to pay all additional charges if and when they are incurred.
- 4.6. In the event of circumstances beyond WGC control, WGC reserves the right to vary the prices specified in The Agreement to an extent that reflects the circumstances.
- 4.7. The HIRER agrees to pay all additional charges they may incur under clauses: 2.4 / 2.5 / 4.5 / 5.6 / 8.2 / 9.2/ /16.1/ /16.5 and otherwise.

5 Cancellation or postponement/booking moved By HIRER

- 5.1. Cancellations may be made up to and including the day of the Booking Date.
- 5.2. If the HIRER wishes to cancel The Booking such cancellations must be advised to WGC in writing. Cancellation can only be made following the receipt of a written notice of cancellation from the HIRER. For written notices of cancellation received before 4pm on a working day WGC will, if reasonably possible, cancel The Booking and issue an Avalon Booking System notification of the cancellation to The HIRER on the same working day. The date of issue of the Avalon Booking System Cancellation Notice shall be the 'Cancellation Date'. Cancellation shall be effective, final and binding on issue of the Avalon Booking system cancellation notification. Any notice of cancellation received later than 4pm will be processed on the next working day.
- 5.3. Failure to attend the Booking shall be considered as a cancellation.
- 5.4. For all cancellations The Booking Deposit is non-refundable, see clause 3.1.
- 5.5. Postponements, or changes to the booked date, of Bookings may be made up until 6 weeks before the Booking Date. When a new date is being booked for a postponed/moved event, a date may be chosen any time up to and including one year after The Agreement Date. For postponements/moved dates the Booking Deposit may be re-used for the new Booking. Or, The Booking Deposit for the postponed event may be used when paying for any of the customer's Bookings up to and including the date one year after the Agreement Date.
- 5.6. Dates/times for a new Booking for the postponed event are subject to availability and can only be made with the agreement of both parties.
- 5.7. If the Booking is to be postponed beyond 1 year the Booking shall be considered as a cancellation with a non-refundable and non-reusable deposit.
- 5.8. If, at a time less than 6 weeks before The Booking Date, The HIRER wishes to move The Booking, then The Booking shall be considered as a cancellation with a non-refundable and non-reusable deposit. If a new Booking is made a new deposit must also be paid.
- 5.9. In the case of cancellation, or postponement beyond one year, the Booking Deposit is retained in lieu of a cancellation fee and will be retained whether or not WGC is able to find alternative business in respect of the cancelled event. This sum is a genuine pre-estimate of the loss WGC will incur arising out of a cancellation; the actual losses incurred by WGC may be greater or less than the non-refundable Booking deposit sum.
- 5.10. In addition the HIRER must reimburse WGC (on an indemnity basis) for any expenditure incurred in respect of the cancelled Booking including (but not limited to) any costs,

charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the Event.

6 Cancellation by WESTBOURNE GROVE CHURCH

6.1. WGC may terminate The Agreement at any point including during a party, with no refund being payable:

- If The HIRER its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment/ classes or other services) does not comply with WGC Party Terms & Conditions;
- If the HIRER, its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment/ classes or other services) does not comply with the suitable use restrictions provided under section 6 or in the WGC Suitable use Policy
- If the HIRER, its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment/ classes or other services) does not comply with the Covid Security safety measures listed in the WGC Covid Risk Assessment. The WGC Covid Security Risk Assessment is available on our website [ADD LINK](#)
- If the Booking might prejudice the reputation of Westbourne Grove Church;
- Under Clause 3.5,
- If WGC becomes aware of any deterioration of the HIRER's financial situation such that WGC reasonably considers the HIRER may not be able to fulfil its material obligations under The Agreement;
- If there is a risk of damage to the premises or property, or of danger to the public.
- If the organisation, the advertising or the proposed or actual conduct of any HIRER, its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment/ classes or other services) is open to objection for any reason whatsoever, including but not limited to matters arising under clauses 7.1 – 7.14 or clause 12.
- Under clause 13.8, if suitable provision is not provided as agreed for teen/ young adult events

6.2. WGC may terminate The Agreement at any point for the following reasons

- If the premises or property are, for any reason, unfit for use;
- If Covid restrictions mean that parties are not legally permitted to take place in the building

The HIRER may apply for a refund of their deposit if WGC cancel the booking for the reasons itemised under this clause.

7 Restrictions

- 7.1. As a church, WGC reserves the right to turn down any applications that are felt to be in conflict with our Christian beliefs (of which WGC is the sole arbiter). Please see our Suitable Use Policy, which can be found on the WGC web site at www.westbournegrovechurch.org/suitable-use-policy and also at reception.
- 7.2. The HIRER agrees to ensure that the agreed activity, and any other incidental activities occurring during use, does not conflict with the Christian beliefs of WGC.
- 7.3. It is the responsibility of the HIRER to ensure that the premises are suitable for the purposes for which they intend to use them. See also clause 15.9
- 7.4. It is the HIRER's responsibility to ensure that their use of the hired spaces complies with the WGC Suitable Use Policy. The HIRER should inform WGC of their proposed activities before confirming their Booking. The HIRER agrees to check with WGC before confirming

their booking to ensure that the activities planned by the HIRER, its guests, customers, representatives or contractors (including, but not limited to, persons engaged by the HIRER to provide entertainment/classes or other services) are permitted within the Suitable Use Policy.

7.5. Covid restrictions

- It is the HIRER's responsibility to ensure that their activity only takes place if permitted by current government Covid guidance and the laws of England, and is being conducted in accordance with current Covid restrictions and the government guidelines for their business or activity. WGC does not agree to host activities prohibited by the laws of England or by UK government Covid Security guidelines.
- It is the HIRERs responsibility to ensure that their activities are conducted in accordance with current Covid Security guidelines and the laws of England.

7.6. Other restrictions include, but are not limited to, the use of booked spaces for the following class/event activities:

- The use of balls/softballs is not permitted in the building. The venue is therefore not suitable for football parties or similar.
- Bouncy castle parties can be accommodated in the main hall. Please seek the advice of your bouncy castle / ball pool provider regarding the suitability and the health and safety requirements of the chosen equipment for use in our Main Hall and check with reception on booking.
- Go Cart and other similar activities are only permitted where suitable floor protection is provided by the contractor.
- Mad Science/ Indoor Fireworks: home-made rockets are not permitted to be fired on the premises as chemical sprays have damaged surfaces in the past. Surfaces must be protected from chemical and other damage. Black cloth covered church chairs may not be used in conjunction with messy activities.
- Cooking parties: children are not allowed in the kitchens. Suitable protection must be provided for surfaces. Black cloth covered church chairs may not be used in conjunction with messy activities
- Roller discos are not permitted as they cause damage to the floors.
- Painting/crafts/ messy activities: protection must be provided for surfaces and suitable time allowed for clear-up. Black cloth covered church chairs may not be used in conjunction with messy activities.
- No naked flames (except small birthday cake candles, and tea lights in heat protective holders), no flares, sparklers, smoke machines, dry ice machines, may be used in the building as they set off the fire alarm and disturb the neighbours. Catering burners must be smoke free and not overheat the table surface.
- No paper confetti is allowed in the main hall, including confetti rockets as these cause expensive damage to the timber floor.
- No Halloween parties.

7.7. The HIRER agrees to use the accommodations only for the purposes named in the Agreement.

7.8. No alterations or variations are permitted to the structure, electrical services, fittings or existing decorations of the WGC venue.

7.9. The HIRER may not introduce any additional electrical equipment or plant without prior written consent from WGC. Evidence of a current PAT test for the equipment will be required in order for permission to be granted to bring the equipment onto the premises.

7.10. WGC is a no smoking venue. Tampering with or modifying smoke and fire alarms is strictly prohibited.

7.11. Westminster City Council has a very strict noise policy and WGC is situated under residential flats and within a residential area. The HIRER agrees to ensure that sound

levels stay below the following limits:

Main Hall should not exceed:

Amplified sound 87 dBA 9 am - 10.30pm - all music must be switched off by 10.30 pm

Any other instructions by WGC staff about limiting disturbance to neighbours must be adhered to.

WGC has equipment to measure dBA levels and reserves the right to judge acceptable levels of noise of the HIRER, its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment or other services). The HIRER must ensure compliance with WGC directions in respect of noise. Failure to do so will result in immediate termination of the Booking with no refund being payable.

- 7.12. The HIRER must not play any music whilst any outside doors or windows are open.
- 7.13. The HIRER agrees to supervise the orderly and safe admission and departure of persons to and from the property, including the orderly exit of guests to minimise the disturbance of residential neighbours.
- 7.14. The HIRER agrees to ensure that the limits for the maximum numbers per room are adhered to. Ground floor 170 (200 lecture style / legal escape limit for room). If the number of guests is not predefined the HIRER is responsible for limiting the numbers, if necessary by counting guests in and out of the building.
- 7.15. The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 7.16. The HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local codes of practice issued in connection with such sales.

8 Setting up and clearing away

- 8.1. The HIRER agrees to vacate the venue at the time agreed and to leave the accommodation in a clean and tidy state, with all the furniture provided in its original condition and position. The HIRER is responsible for all cleaning etc. necessary to achieve this. The HIRER should be careful to allow sufficient time for set-up and clear-up to take place within their booked time period.
- 8.2. Covid Additional Cleaning responsibilities: The HIRER is responsible for cleaning all regularly touched surfaces in the space, and of the equipment, they use, both before and after their activity.
- 8.3. Where clean-up is required after the HIRER has left, WGC will invoice a surcharge of £100/hour or part thereof up to £250 maximum depending upon the number of staff required and time taken to do the necessary work.
- 8.4. In particular, all rubbish must be cleared from all surfaces, properly contained and sealed in the appropriate recycling or rubbish bags. Cardboard must be flat packed and tied in bundles. Items such as oil, chemicals or sharp objects must be disposed of correctly and with a view to health and safety requirements, as instructed by the receptionist. Rubbish bags should be taken down to wheelie bins in the church side passage or, if instructed by the receptionist to do so, directly to the street.
- 8.5. The HIRER is responsible for: the layout and setting up of tables and chairs; room set up; the set up and clear up requirements of their various sub-contractors, caterers, guests, employees, customers etc. WGC Staff will: bring tables and chairs from the stores as agreed in The Booking; set party lighting as booked; and will provide general assistance where possible.

- 8.6. The HIRER agrees to remove all items brought into the building at the end of the period of use. The church reserves the right to dispose of any items left without permission on the premises at the end of the period of use, or to charge for their storage. (See 9.2)

9 Equipment Storage and Deliveries

- 9.1. Equipment and delivered items may not be stored at the church outside of the Booking hours without prior permission.
- 9.2. Where such permission is granted, all hired equipment should be delivered / collected at the time agreed with WGC. Any equipment in the church outside of hours without permission will incur an additional charge at the rate of £100/hour where a WGC staff member has had to remain in the building to await delivery/collection. Otherwise £100/day or part day. Please note in particular the restrictions on Sundays when the Church has exclusive use of the building except between 3-7pm: Under no circumstances will access to the building be available for deliveries or for party set-up before 3.00 pm. The HIRER agrees not to arrange deliveries to arrive on Sundays before 3pm (with the exception of balloons which may also be delivered by arrangement between 1-3 pm). Deliveries arriving before this time will be turned away. The HIRER must make clear to guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment or other services) that no access to the building is available until after 3pm.
- 9.3. Deliveries arriving without permission /arrangements having been agreed with WGC may be refused. The building may be closed or WGC staff may not be present in the building. Church members may not be asked to accept deliveries they must be received by a WGC staff member.
- 9.4. All stored and delivered items are received / stored at the HIRER's own risk. WGC does not accept any liability for loss of or damage to any item of equipment, furniture, or delivered items.

10 Sound and AV Equipment

- 10.1. WGC have sound systems that are available for use during your party. Please discuss your requirements at the time of Booking.
Payment may be required for complex PA requirements that, in the opinion of WGC, need the supervision of a WGC technical operator and the use of our PA main desk system, see clause 4.5.
- 10.2. No sound amplification equipment other than WGC equipment may be used within the building. Information/Instruction sheets are available that describe the equipment available and how it can be used.

11 Licences

- 11.1. It is the responsibility of the HIRER to ensure that, where applicable, Performing Rights Society forms and Phonographic Performance Limited forms are completed by any bands or musicians employed by the HIRER.
- 11.2. WGC does not hold a license to sell alcohol. If the HIRER wishes to sell alcohol at their event they will need to obtain a Temporary Event Notice (TENS) from Westminster Council. WGC has an annual limit of 12 TENS, therefore if the HIRER requires one for their Booking the use of one must first be agreed with WGC. Licences may be applied for online. The HIRER agrees to provide WGC with a copy of their TEN a minimum of 10 days before their event for our records. WGC does not charge corkage or bar charge. Alcohol must not be provided to children.
- 11.3. The HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with their Booking.

12 Etiquette

- 12.1. WGC reserves the right to judge acceptable levels of noise or behaviour of the HIRER, its guests, customers, representatives or contractors (including, but not limited to persons engaged by the HIRER to provide entertainment or other services). The HIRER must ensure compliance with WGC directions in respect of noise and behaviour. Failure to do so will result in immediate termination of the Booking with no refund being payable.
- 12.2. WGC reserves the right generally:
 - To exclude or eject any person from the Event or the WGC venue if it reasonably considers such person to be objectionable;
 - To terminate The Agreement and stop the Event without liability to any refund or compensation, if such termination is considered necessary to prevent or terminate unacceptable noise or behaviour.
- 12.3. The HIRER shall indemnify WGC against any and all losses, costs, damages, liabilities, claims, demands and expenses suffered or incurred by WGC arising out of any exclusion, ejection or stopping under clause 12.2 or the circumstances giving rise thereto.

13 Health & Safety / Data Protection

- 13.1. The HIRER must fully comply (and ensure the full compliance of its sub-contractors, employees, customers and guests) with WGC's Health & Safety policy - including, among others, policies on: fire risk; kitchen use; incidents and accidents; child protection; working at heights; manual handling - a copy of which is available at the WGC reception desk or on request from WGC. The HIRER agrees to familiarise himself with the accommodation, the accommodation risk assessments (Dry hire risk assessments are available in the Customer Welcome Pack), and appropriate safety procedures.
- 13.2. The HIRER agrees to follow the WGC Covid-19 Security procedures, and health and safety procedures provided in the WGC Covid-19 Risk Assessment. This can be found online here [ADD LINK](#)
The Hirer must nominate a competent person to take charge of Covid Security during their activities at WGC
- 13.3. The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons attending their Booking can escape unimpeded through the Fire Exits and assemble at the designated Fire Assembly Point: Outside the shops adjacent to the church on Westbourne Grove.
N.B. We ask all whose booking is on the first floor and whose booking includes any wheel chair users or other disabled people to agree a personal emergency evacuation plan with reception before your booking commences.
- 13.4. The person nominated under section 13.2 agrees to sign in at reception at the start of the Booking and sign out once the Booking is complete and all persons associated with the Booking have left the building.
- 13.5. The HIRER will ensure that safety systems are not interfered with, fire exit doors and routes are kept clear at all times, and hazards are prevented.
- 13.6. We advise that the HIRER produce a risk assessment for their activity. A risk assessment format is available on request and in the Customer Welcome Pack.
- 13.7. The HIRER agrees to comply with H&S instructions given by the Health and Safety Officer or WGC staff.

- 13.8. Teen/Young adult events will only be booked if suitable supervision/security provision is agreed with the event manager in advance. WGC may cancel the Booking at any point if the HIRER does not have the agreed provision in place during the event.
- 13.9. WGC regards the safe care and protection of children as of the utmost importance. The HIRER is expected to share this concern and to make appropriate provision for the protection of any children within their care. Please note that WGC staff members are not permitted to accept responsibility for any children, teenagers or vulnerable adults whilst on duty; please do not request that they do so.
- The HIRER, where appropriate, agrees to become familiar with the policies and procedures of the Home Office Code of Practice, "Safe from Harm" and undertakes to follow their recommendations in relation to work with children, young people and vulnerable adults. It is the responsibility of the HIRER to ensure that only fit and proper persons have access to young children or vulnerable adults, and that such persons shall at all times be in attendance when young children are on the premises for the activities concerned. When running an event without parents present we recommend adhering to the OFSTED guidelines for adult child ratios:
- Age 0 – 2=1 adult to 3 children,
 - Age 2 – 3=1 adult to 4 children,
 - Age 4 – 8=1 adult to 6 children,
 - Age 9 – 12=1 adult to 8 children,
 - Age 13 – 18=1 adult to 10 teenagers
- The Hirer is responsible for keeping a list of the children in the building who are under their care. During the period of the Hiring, The HIRER is responsible for the effective supervision and control of children. Please bear in mind that Westbourne Grove Church, including the toilets, is a public building and some areas of the building may be open to the public during your event.
- 13.10. The HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, and Local Authority, the laws of England, the UK governments Covid Security guidelines, or otherwise.
- 13.11. Health and Safety incidents or accidents are to be reported to the Duty Receptionist. The HIRER is required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury, as soon as possible after the accident or incident but in any case before the premises are vacated by the HIRERS after the event. A Book is provided for the purpose and is located at Reception. The following details must be recorded: name, address and telephone number of the person(s) injured; exact time and place of the occurrence; detailed description of the accident or incident, including a description of any apparatus or equipment involved; name and address of any witness(es) to the accident and signed witness statements if possible (for RIDDOR reports only). Any apparatus or equipment involved will need to be retained by WGC for inspection.
- 13.12. Data Protection:
The HIRER's data will be processed by WGC in accordance with the WGC Data Protection Policy and Data Privacy Statement.

14 Catering

- 14.1. The ground floor kitchen at WGC may be used for catering by those hiring it. WGC does not provide catering services. If WGC recommends third party caterers to the HIRER, no guarantee as to quality is given or implied. The HIRER is entirely responsible for all contracts entered in to and arrangements made with third party caterers.
- 14.2. The HIRER must ensure that any persons using the WGC kitchens on behalf of the HIRER (whether they do so under a contractual agreement with the HIRER or not) comply with current Food Hygiene regulations relevant to the capacity in which they act. See also

section 13.1. A full caterer's pack can be found in both kitchens and our Kitchen Use Policy in the policies folder on reception.

- 14.3. No WGC equipment, including crockery, cutlery and utensils, shall be used without prior permission. When permission is granted it is on the understanding that everything must be washed up (rinsed clean by hand and then put through the kitchen dish washer), dried up and returned to their place of storage.
- 14.4. WGC shall not be liable for any loss or damage incurred by the HIRER as a result of the use of WGC catering facilities either by the HIRER or by any third party.
- 14.5. The HIRER must ask reception staff for instructions on how to safely use the ovens and dishwasher before using them.
- 14.6. The ovens, dishwasher, other equipment and surfaces must be left clean and tidy. The kitchen surfaces must all be wiped clean with the provided cleaner at the finish of use.

15 Liability and Insurance

- 15.1. Subject to clause 15.4 WGC shall not be liable, whether in contract, tort (including negligence) or otherwise for:
 - Any indirect, consequential or economic losses or loss of profits however arising.
 - Any loss or damage to property of The HIRER or their guests / delegates, their servants, contractors, agents or licensees and members of the group or any third parties.
 - Any inconvenience or loss caused to any party as a result of cancellation or termination under sections 5, or 6.
- 15.2. In no event will WGC's liability for any loss or damage in contract or tort (including negligence) or howsoever arising, exceed the total amount paid by the HIRER for the Booking.
- 15.3. WGC shall not be liable for any breach of the terms or conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, floods, strikes, delays in transportation, failure of services including power cuts or gas supply failure, or inability to obtain any necessary information or consent from any authority.
- 15.4. WGC does not restrict its liability in respect of death or personal injury resulting from its negligence.
- 15.5. The HIRER is responsible for all liability arising from his activity in the building. The HIRER agrees that WGC accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation except as in 15.4. The HIRER agrees to keep WGC indemnified against any claims for which WGC is not responsible.
- 15.6. Appropriate insurance cover, including but not limited to Public Liability Cover, should be obtained by the HIRER, and/or their contractors - including but not limited to entertainers, and caterers - to indemnify WGC against claims that may be made against it in respect of loss or damage which WGC may suffer. Such insurance should also cover the risk of bodily injury or death to The HIRER, their guests / delegates, students, their servants, contractors, agents or licensees and members of the group or any third parties. The HIRER is recommended in advance to check that their insurance adequately covers the losses set out in section 15
- 15.7. 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 or employees whilst using the premises.
- 15.8. The HIRER will provide to WGC full details of their Public Liability Insurance cover and of any other necessary insurances as required in section 15, and evidence of having paid the most recent premium.
- 15.9. WGC gives no warranty that the Property is legally or physically fit for any specific purpose. It is the responsibility of the HIRER to ensure that the premises are safe for the

purposes for which they intend to use them.

16 Damage and Loss

- 16.1. The HIRER shall be responsible to WGC for any damage caused to any part of the WGC premises including the curtilage thereof or the contents of the building generally by any act, default or neglect of the HIRER or any sub-contractor, agent, employee, customer or guest of the HIRER and shall pay to WGC on demand the amount required to make good or remedy any such damage.
- 16.2. The HIRER shall indemnify WGC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of the Booking and in respect of any liability to third parties, employer's liabilities or otherwise arising out of the use of the premises pursuant to the Booking.
- 16.3. WGC is a public building, and the HIRER agrees to ensure that any property brought into the building is kept secure and supervised. WGC insurance does not cover damage to nor loss of property belonging to the HIRER brought on to the premises.
- 16.4. Loss of church property. The HIRER shall during the period of hiring, be responsible for supervision, door management and security of the areas booked, and for ensuring the bona fide of all persons they admit throughout unlocked areas of the building. The HIRER agrees to make good any losses WGC property arising from persons they admit.
- 16.5. No sellotape or sticky pads/hooks are to be used on painted walls; blue-tac may be used. Masking tape, but no other form of tape, can be used on bare or painted wood. There are no fixing hooks in the overhangs in the Main Hall. No drawing pins or staples may be used to fix fabrics. Strictly no drawing pins or other pins or staples may be used on tables or chairs. If you wish to use pins it is necessary to hire in tables from elsewhere. No double sided tape to be used. No unprotected metal legs or footings may be used on the Main Hall timber floor as these cause damage. All damage caused to finishes by the use of these prohibited items or in any other way will be charged for.
- 16.6. The HIRER agrees to notify the church of any defects in accommodation or equipment of which they become aware, and to do so promptly where safety may be put at risk.

17 General

- 17.1. The HIRER agrees to sign-in upon arrival for their event and sign-out upon departure.
- 17.2. The HIRER acknowledges that no tenancy is intended to be created between WGC and the HIRER and no relationship of landlord and tenant exist between them.
- 17.3. Public Access:
Daytime: the church is often open to the public during the daytime. Please note that unless the event is private we do not generally exclude visitors unless they are abusive or a risk to health and safety. Even if closed to the public the lobby area is a shared space with other building users.
Evening: In the evening the lobby is generally closed to the public and is for the event's exclusive use / shared use with upstairs regular bookings, events or parties.
Some events have many guests coming and going and it can be hard to identify legitimate guests.
It is the HIRER's responsibility to consider the implications of this. Controlling access to the event is the HIRER's responsibility. The care of the personal belongings of all connected to your event is the HIRER's responsibility.
- 17.4. Advertising:
Advertising material must be submitted to WGC for approval before it is printed. Under no circumstances must the impression be given that the activity is taking place under the auspices of WGC. In particular advertising to be placed in the A frames outside, or leaflet

holders inside the building must be approved before printing, sizes agreed. The church's image is important to us and can be affected by event advertising. Use of the venue does not automatically confer the right to unrestricted advertising or the right to advertise in or outside the building. No poster, sign or notice may be affixed to any building, tree, board or wall on WGC without permission.

17.5. Decoration:

Additional decoration can be carried out at the discretion of WGC and at the cost of the HIRER, in accordance with clauses 7.4, 16.1 and 16.5.

17.6. WGC Art Space Exhibitions:

There are often art exhibitions in the WGC Art Space which comprises the two ground floor tower rooms and which may extend into the lobby and the first floor lounge area. These exhibitions cannot be moved, covered or altered.

There are occasionally displays or installations or art or religious themes in the Main Hall which cannot easily be moved. As far as possible we will advise you if this is the case at the time of Booking, otherwise as early as we can. We will offer screening options if the installation cannot be moved and you would prefer it to be hidden from view during your party.

17.7. Selling in WGC:

WGC do not generally take Bookings where goods are for sale. Events which are for commercial selling from the premises will not be accepted. Exceptions are: sales for ethical trade or charitable purposes. Such events should be run with volunteer staffing and donated items. Staff and donating businesses may not receive a return from the sales. Advertising and promotion must be for the charity only, except that sources of donated items can be listed on raffle tickets/sheets or in small scale signage, smaller than A4. Sub-letting of stalls or activities is not permitted without approval. The HIRER agrees to notify WGC, at the time of Booking, if they intend to sell any product or service during their Booking/event. Where charges are made the HIRER is responsible for ensuring any relevant licences and insurances are in place, and will supply copies if requested.

Advertising, see clause 17.4

17.8. Agents:

Should the HIRER make an Agreement with WGC through an agent, the Agent acts in that capacity for the HIRER, and not WGC. The HIRER accepts full responsibility for the payment of WGC's account.

17.9. Governing Law:

The Agreement shall be governed by and construed in all respects in accordance with the laws of England.

17.10. Time is of the Essence:

For all payment obligations under these conditions, time shall be of the essence.

17.11. Assignment:

The Agreement shall not be assignable by the HIRER, but may be assigned by WGC.