



TERMS AND CONDITIONS OF ROOM HIRE  
FROM SEPTEMBER 1ST 2021

LICENSOR: KING'S CHURCH CAMBRIDGE, 49 – 53 TENISON ROAD,  
CAMBRIDGE, CB1 2DG

TELEPHONE: 01223570848

EMAIL: INFO@KINGSCAMBRIDGE.ORG

CHARITY NUMBER: 1054329

*(Please make sure you read all terms and conditions and complete all areas, sign and return to  
Joanne@kingscambridge.org as soon as possible)*

HIRER (Name): .....

ORGANISATION:)

Booking made by: .....

HIRER (Address): .....

TELEPHONE: .....

EMAIL: .....

FOR THE HIRE OF: KING'S CHURCH CAFÉ AREA

PURPOSE OF USE: .....

.....

DATE(S) OF USE:

HOURS OF USE: *(Please include set up and set down time)*

SPECIAL REQUIREMENTS IF ANY *e.g., need refreshments provided, use of kitchen,*

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## COVID-19 INFORMATION

With the ongoing Covid-19 pandemic all King's Church visitors must observe any guidelines while on the premises.

As a hirer of any of the King's Church rooms it is the responsibility of the Hirer to undertake a risk assessment for the potential hire of the rooms. The risk assessment must be submitted to the King's Church venue manager Joanne Lee: [Joanne@kingscambridge.org](mailto:Joanne@kingscambridge.org) at time of booking.

For full government guidance:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

- Things to take into consideration when planning the event and putting together a risk assessment: Number of people attending, seating plans, refreshments, Refreshments/food.
- On commencement and for the duration of the hire it is the responsibility of the hirer to ensure any safety measures are observed.
- Will not allow anyone in the building who has reported symptoms/may have symptoms/ is self-isolating.
- Will advise King's Church Cambridge ASAP by email/phone should they have known Covid cases.

## 1. Hire Charges and Payments

King's Church Community Rooms hire charges are available on request:

**Note:** Set up and clearing away time is to be included in the total hours booked. Unless otherwise agreed, all bookings are to be paid for in full, in advance by BACS payment by the date stated on your invoice.

A group or organisation that has previously cancelled a booking at King's Church Community Rooms without seven days' prior notice may be required to pay in full in advance at the time of booking.

## 2. Cancellation

Cancellation must be received in writing or by email.

If cancellation is outside 28 days of the event, then a full refund will be given. If cancellation is between 28 - 7 days of the event then a 50% refund will be given.

Cancellation 7 days or less there will be no refund given.

In the event of cancellation by us should Government restrictions change in relation to Covid-19 guidelines, and the King's Church board of trustees advise against any hires at that time a full refund of any monies paid for the hire will be refunded.

## 3. Fire and safety:

In the event of a fire please follow the instructions posted on the **Emergency Notice** at King's Church.

The Hirer will be responsible for the health and safety of clients whom they invite onto the premises, and that fire and safety regulations are observed while using the building; that fire exits are kept clear and that all fire doors remain closed.

No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the user in full.

The Hirer must familiarise themselves with all Risk Assessment information and the fire evacuation procedures and the location of fire exits in the building in consultation with the church administrator at the time of booking. The Hirer should ensure that they are conversant with the emergency procedure before inviting clients to the premises.

4. There is a strict No Smoking and No Alcohol policy on the premises. Any use of illegal substances, gambling; or the production or distribution or showing of pornographic material or offensive video recordings within the venue; or any illegal activity on site will lead to the termination of the agreement and the use of the premises.

5. Rooms are to be left in the condition in which they are found. All rubbish to be kindly removed unless otherwise agreed.

6. The hirer must protect King's Church against all losses while they are in charge of/renting the premises. This includes damage to the premises or to any property belonging to King's Church and against all claims made by any person for personal injury or loss of or damage to any other property arising out of the hiring and caused by the negligent act, error or omission of the hirer, or the servants or agents, or members or guests of the hirer.

7. Room bookings with a regular occurrence e.g. weekly, monthly must provide proof of public liability insurance cover by providing a 'To whom it may concern' certificate from the providing insurance broker. This will be kept until completion of the agreement.

8. If the activity involves strenuous physical movement, the Hirer shall affect Public Liability insurance cover for their use of the premises as advised by their Insurer/Agent.

9. The Hirer shall ensure compliance with all relevant legislation and protection policies where there are young persons or vulnerable adults present. For children’s activities the risk assessment should include safeguarding measures.

10. The Hirer shall not bring onto the premises any portable electrical appliances without first obtaining permission from the church administrator at the time of booking. Any such appliance must carry a PAT electrical testing certificate within the year.

11. No object required to be lit by a naked flame must be used on the premises at any time. Any damage caused by failure to comply with this condition of use will be chargeable to the Hirer.

12. If any wheelchair users are attending the Hirer’s event, a person should be appointed to assist them in the event of an emergency.

13. Use of the kitchen area must be agreed in advance with the church administrator. No use of the “Kingdom Coffee” counter or equipment is permitted at any time.

14. Access to the upstairs worship auditorium is not permitted at any time without the strict prior consent of the administrator and charity’s trustees.

15. At all times to use the property in a proper manner and not to cause nuisance to any other occupier of the building or to any other person or neighbours to the property.



**I agree** to abide by King’s Church Cambridge’s terms of conditions for the hire of the above stated event (*page 1*) and to adhere to any Government guidelines as put in place by King’s Church relating to Covid-19:

SIGNED BY THE HIRER: .....

PLEASE PRINT NAME: ..... DATE.....

SIGNED BY (KING’S CENTRE MANAGER): .....

PLEASE PRINT NAME: ..... DATE: .....