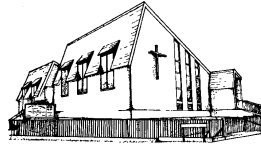


UNION CHURCH & COMMUNITY CENTRE, CROUCH END

(Baptist /United Reformed)

Weston Park, Crouch End,
London N8 9PX
Office: 020 8341 3918



*Union Church is a group of
Christians who worship and work
together to reflect the love of God
by serving the community and
supporting the Church world-wide*

E-mail: admin@unionccc.org.uk

UNION CHURCH - FACILITIES INFORMATION AND LETTINGS CONTRACT

Our aim is to provide a welcoming, pleasant and well-maintained space that can be used for a spread of activities and group use that reflect the needs and interests of the local population. In so doing, we let our rooms on a commercial basis that allows us provide space for non-profit making organisations at a reduced rate.

Rooms for hire

Upper floor -	Church	170 m ²	Seating for up to 100
	John Aston Room	50 m ²	Seating for 20/30
	Both rooms	220 m ²	
Lower floor	Main hall	100 m ²	Seating for up to 50
	Blair Greaves Room	45 m ²	Seating for 15/20
	Both halls	150 m ²	

The rooms are available for hire at an hourly rate on Monday to Saturday between 8:30am and 10:00pm. The premises are occasionally made available for hire on Sundays for concerts. Children's parties are given priority for use of the main hall (downstairs) on Saturdays.

Access to the Lower floor is via a door at the bottom of the car park. Access to Upper floor is either up the stairs from the lower door, through the entrance to the church, or via the ramp for the disabled from street level.

There are kitchens on both floors equipped with refrigerators, microwave ovens, gas rings (upstairs), electric hob (downstairs) and sinks.

There is a disabled toilet and men's toilets in the lower entrance lobby. Ladies toilets are just off the main hall; they include toilets for children. Additional facilities upstairs include an adapted toilet next to the church office.

A copy of the church's Lettings policy is available on request.

Enquiries and booking requests should be made to:

The Administrator, Union Church and Community Centre, Weston Park, London N8 9PX

Telephone number: 020 8341 3918

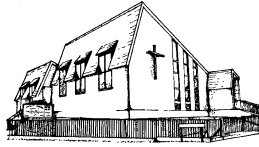
E-mail: admin@unionccc.org.uk

Our Maintenance Manager is available each weekday morning from 9 am until midday. He can offer help and advice to those using, or wishing to hire, the premises. Tel: 07749-094744.

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CONTRACT FOR THE TEMPORARY HIRE AND USE OF ROOMS AT UNION CHURCH & COMMUNITY CENTRE

This contract is between

(The 'Hirer')

Of:

Business/Residential Address:

Telephone number (mobile):

Telephone number (landline):

E-mail address:

And

The Trustees of Union Church, Weston Park, London N8 9PX (The 'Church')

Subject to the terms and conditions of hire, the Contract permits the Hirer access to

--

For the purpose, of

--

On the following days/dates

--

Between the following times

--

(inclusive of setting up and clearing up times)

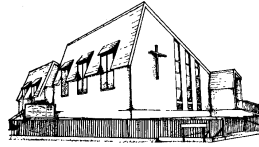
To be charged as follows:

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- I confirm that I am over 18 years of age and that I have read the accompanying Terms and Conditions for hire and I agree to adhere to the regulations and conditions in the document.
- I understand that during the letting, I am responsible for the premises and for the safety and behaviour of people that I allow to access the premises, and for ensuring the safety and cleanliness of the premises on departure.
- As a leader of a young person's group, I agree to uphold the principles and to make arrangements for children complying with the Children Act 1989 and consistent with the recommendations in the Code of Practice "Safe from Harm" issued by the Home Office.

The Hirer		For Union Church's representative	
Name		Name	
Signature		Signature	
Date		Date	

Privacy notice

Dear Hirer, under the current EU General Data Protection Regulation, we will retain your personal information for eighteen (18) months to enable us to meet our legal Accounting and Finance Audit obligations. We will delete your personal information when it is no longer required for these purposes. If you require additional information on our data retention policy, please contact our Church Secretary.

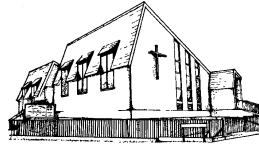
TERMS AND CONDITIONS OF HIRE

USE OF THE PREMISES

1. Access. Hirers have an important role to play in securing the premises and the safety of children and other users. Hirers must ensure that exterior doors remain secured at all times. Access to the building for visitors or user groups should be made by ringing the entry buzzer by the lower entrance and once identified, the hirer should permit entrance.
(There are response units to the buzzer by the entrance to the kitchen in the main hall downstairs, and by the church office upstairs.)
2. Hirers should not permit access to the building by people not known to them. Intruders should be challenged and seen from the premises.
3. Noise. Hirers making music, or playing music, are responsible for any licensing issues that may arise. *Hirers are required to be considerate of other users/groups*

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and keep noise to a reasonable level. Any music must cease by 09:45pm and noise reduced if requested by the church's representative. The church is in a residential area; hirers must ensure that undue noise is not made when leaving the premises.

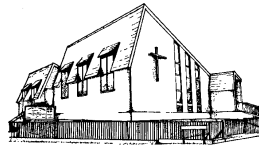
4. Alcohol. Alcoholic drinks may be served to adults if appropriate, but only within the building/room hired. In no circumstances is the sale of alcohol permitted, including within the sale price of a ticketed event.
5. Smoking is not permitted in any part of the buildings or on any part of the premises/grounds.
6. The use of illegal drugs or substances is totally prohibited anywhere in the premises or grounds. The Police will be informed of any such activity taking place here.
7. Notices. Notices should only be placed on the notice boards by arrangement with the Maintenance Manager or the Administrator. Banner notices may be displayed on the railings for one-off events with the prior approval of the Trustees.
8. Equipment. The church cannot provide space for the storage of equipment. Hirers must therefore take any equipment away after each booking. Such equipment should not include any hazardous materials, cylinders etcetera.
9. Loss and damage. Please act with care to ensure the safety of persons and property while on the premises. Union Church, its members and deacons will not be liable for any damage to, or loss of property or any injury which occurs on the church premises or its grounds.
10. Insurance. Hirers are responsible for any special insurance required for their groups.
11. The Hirer gains no additional rights, benefits or conditions as a result of a repeat booking, duration or type of room/s hired.

SAFETY OF USERS AND GROUPS

12. Hirers are responsible for the safe behaviour and conduct of themselves, members of their groups and visitors to the building.
13. Fire Regulations. Hirers should acquaint themselves with the positions of Fire Exits and Fire Extinguishers in the building. The fire regulations are posted on notices in the church (near main door) and by the fire exits in the John Aston Room, Large and Blair Greaves halls.
14. Fire Exits must be kept clear. Hirers are responsible for checking that Fire Exits are clear on their arrival and clear when they depart.

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15. Hirers are required to familiarise themselves with the regulations and be ready to act according to them and the advice posted on the premises. Hirers are responsible for assisting group members, and other users, to evacuate the building in the event of an incident.
16. The church and community centre enact the UKBA guidelines 'Safe from Harm'. All groups working with children and young people under the age of 18 and using these premises are required to make arrangements for children complying with the Children Act 1989 and consistent with the recommendations in the Code of Practice "Safe from Harm".
17. New hirers and groups are required to provide a copy of their policy document to the church within two weeks of starting to use the premises for activities. Failure to provide a policy document at that time, or on demand thereafter, may lead to the termination of the hire agreement.

CLEANING AND CLEARING UP

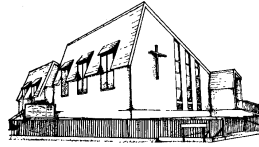
18. Hirers must complete their obligations to clean and tidy the premises during their hire period. If a hirer exceeds their time the church reserves the right to withhold in part, or in its entirety, the hirer's deposit, or to increase charges to regular groups.
19. Hirers must leave the Centre cleaned and tidy. The church provides brooms, brushes and a vacuum cleaner to enable this to be done. Hirers must provide any other cleaning materials, including dishcloths, tea towels and bin liners that they require to clean the premises after use.
20. Material that can be recycled should be placed in the recycling unit in the lower car park. Litter and rubbish should be bagged and placed in the Grey 'Paladin' container at the top of the car park. If the container is full, the remaining sacks must be taken away by the hirer - they may not be left by the side of the container.
21. In order to conserve resources, users and group leaders are asked to check the building before they leave and to turn off taps, switch off lights, etcetera.

CHARGES AND PAYMENTS

22. Deposits. For one-off bookings, including children's parties, a deposit of £50 must be paid when the Hire Agreement (booking form) is returned. This deposit, which should be paid by separate cheque, will normally be returned to the hirer on completion of the booking. However, the church reserves the right to use part, or all, of the deposit to pay for any breakages or damage to the premises, fittings, fixtures or equipment incurred during the period of hire/letting.
23. The church's hire charges for the current period are annexed to this document as Annex A.

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24. Payment. For ad hoc bookings, the full hire/letting charge must be paid at least two weeks before the date of the Hirer's event/session. If this requirement is not met, the church reserves the right to cancel the booking and re-let the premises if practical.
25. Cheques should be made payable to 'Union Church' and sent to the Administrator. *(Additional information: we prefer to receive payment by direct bank transfer. Please request the bank account details by e-mail).*
26. Invoicing. Hirers making arrangements for regular use may be offered the opportunity to be invoiced in advance for settlement within 7, 14, 21 or 30 days of the invoice date. It is preferred that hirers making arrangements for regular use are initially billed on a pre-payment basis, on an invoice issued by the church. Other arrangements (i.e. Termly or Annual Payments) may be considered and applications should be made to the Administrator.
27. Review. Hirers should note that room charges are reviewed annually and subject to change. Adequate notice will be given of any intended change.

CANCELLATIONS

28. If the hirer wishes to cancel a booking, either a one-off booking or a regular session, the Administrator must be informed. No charge will be made for cancellation provided a minimum two weeks' notice is received.
29. **IMPORTANT.** The church reserves the right to cancel any booking if the premises are required for a church function. The hire group will be informed well in advance of any such requirement and every effort will be made to provide alternative accommodation on the premises. This, however, cannot be guaranteed.

TERMINATION

30. A month's notice is required by either party to terminate a regular hiring agreement.
31. The church reserves the right to terminate agreements without notice in exceptional circumstances. This may include failure or unwillingness to adhere to these terms and conditions.

COMMENTS, SUGGESTIONS, COMPLAINTS

32. Suggestions, questions or complaints are welcome and should be submitted to the Trustees via the church office.

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Annex A

CHARGES - Rates per hour

These charges apply to new lettings from 1st January to 31st December 2020.

	Lettings charge	Rate to non-profit groups
Church	£27.30	£15.75
John Aston Room	£17.85	£12.60
Both Upstairs rooms	£36.75	£26.25
Main Hall downstairs	£31.50	£15.75
Blair Greaves Room downstairs	£15.75	£12.60
Both Downstairs rooms	£36.75	£26.25

FOR CHILDREN'S PARTIES IN THE LARGE/MAIN HALL DOWNSTAIRS:

CAPACITY	TABLES & CHAIRS	BOUNCY CASTLES
3-5 yr olds = 48 + adults 6+ years = 50 + adults Maximum capacity = 80	13 Long tables 6 children's tables 60 Adults' chairs 41 children's chairs 30 other seats in the carpeted area.	Should not be more than 9 feet (2.8 metres) in height.

The period of hire does not include time to set up or clear the building. Hirers should allow for these activities within the time that they hire the premises.

The decision to let space at a discounted rate to an organisation that they are satisfied is non-profit making organisation is for the Trustees alone, and can be subject to change should new information be available.

Applications from registered charities and other non-profit making groups should be made to the Administrator for consideration prior to a group booking being considered.

Retrospective applications for discounted rates will not be accepted.

In working to balance the interests of commercial and non-profit making groups it is sometimes necessary to decline bookings. The Trustees decisions on lettings and lettings policy is final.

These charges apply to new lettings from 1st January to 31st December 2020.