

The King's Centre is owned and managed by 'The King's Church' and any agreement entered into for the hire of 'The King's Centre' is with The 'King's Church'.

For the purpose of these conditions, the term 'HIRER' shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The hirer shall not be a person under the age of 21 years of age.

General conditions and pointers

- All tables and chairs are found in the store room in the back hall.
- Larger cleaning equipment is found in the store room in the front foyer.
- Smaller cleaning equipment is found in the kitchen under the hand washing sink
- Please ensure all lights are off and all windows closed when you leave.
- Please ensure the floors are left clean and dry, unless you have mopped them, in which case please ensure there is not excessive standing water.
- Please take small amounts of rubbish and recycling out and place in the bins by the back door. See below for terms if excess rubbish is produced during the hire period.
- The heating is on a timer and set to come on at the right times. Please do not change any settings.
- If you notice anything that is unsatisfactory please contact us.

1. All bookings should be made through the The King's Church office and will be confirmed on receipt of the completed booking form and payment. The King's Church reserves the right to refuse any bookings which are not in accordance with the booking policy. (set out below)

2. Acceptance of a booking implies only the use of the particular area of the building and during the times agreed as per the booking form.

3. Smoking is not permitted anywhere on the premises.

4. The consumption of alcohol is not permitted anywhere on the premises.

5. Drugs are not permitted anywhere on the premises.

6. Collection of the keys by the hirer will be arranged with The King's Church office during the week before the function date. The hirer shall, during the period of hire, be responsible for the security of the building and shall at no time leave the building unattended.

7. The hirer shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. Children should not be allowed to leave the building at any time during the event, and should be under adult supervision at all times.

10. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
11. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
12. The hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, used in a safe manner, PAT tested, fitted with effective suppressors and properly earthed and insulated.
13. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may fall against the hirer or his/her organisation whilst using the premises. The King's Church does not accept responsibility for loss or damage to the hirer's effects during the time of hire or for injury to any person unless negligence on the part of the trustees can be proven.
14. The King's Church, Addlestone will have no liability for the user's negligence regarding fire safety, personal safety or security, during such an event, and that the corporate liability cover of the user will be pursued where such negligence causes damage to or theft from, the building and/or its contents.
15. The hirer must report all accidents involving injury to The King's Church as soon as possible. The King's Church has an obligation to their insurers to report any potential claim for liability as soon as possible. This will not be considered an admission of liability. The King's Church insurers will deal with all claims and involve third party insurers as necessary.
16. Any loss/damaged caused or discovered or failure of equipment must be reported as soon as possible.
17. Any use of fixing materials e.g drawing pins, Sellotape, Blutac etc. to the walls is not allowed.
18. The hirer shall be responsible for observing all regulations affecting the premises imposed by the Fire Authority, the Local Authority or the Licensing Justices and must not contravene the laws of betting, gaming and lotteries.
19. The hirer shall not sub-let the premises. The hirer shall not use the premises for any unlawful purpose or in any unlawful way. The hirer shall not bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
20. The hirer shall indemnify The King's Church in respect of repair of any damage done to any part of the premises or contents of the building during a booking.
21. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

23. The King's Church reserves the right to charge the hirer for additional costs for cleaning, repairs or loss replacement – this includes the refilling/replacement of fire fighting equipment that has been used in a non-fire situation.
24. The hirer acknowledges that no tenancy is intended to be created between The King's Church and the hirer and no relationship of landlord and tenant exists between them.
25. The King's Church regards the safe care and protection of children to be of utmost concern. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the children in their care. The hirer confirms that it is familiar with the Home Office Guidelines 'Safe from Harm' and has undertaken to follow their recommendations in relation to work with children and young people. (www.homeoffice.gov.uk/docs/harm.html) The hirer, upon accepting and signing this agreement agrees to comply with these regulations.
26. Minimum recommended child supervision levels are as follows:
0-2 yrs - 1 adult for every 3 children 1:3
2-3yrs - 1 adult for every 4 children 1:4
3-8yrs - 1 adult for every 8 children 1:8
Over 8yrs - 1 adult for the first 8 children and then an extra person for every extra 12 children.
Please note that there should ALWAYS be more than one adult on site when working with children.
27. The King's Church reserves the right to cancel or change a booking in exceptional circumstances. Any booking fee will be subsequently refunded. The King's Church cannot be held liable for any costs incurred by the hirer as a result of a cancelled or changed booking.
28. The full hire charge will be made on bookings unless cancelled by the hirer 28 days before the hire date.
29. The right is reserved for a member of The King's Church to enter the building at any time.
30. For regular bookings the agreement will be reviewed after six months in the first instance and thereafter annually in direct consultation with hirer. A rate review will form part of such a review. The King's Church may withdraw this agreement at any time if any of the terms and conditions are broken. In all other circumstances one months notice must be given by The King's Church if the agreement is to be terminated.
31. The hirer should ensure the minimum of noise is made on arrival and departure and that the grounds surrounding the building are not used as part of the hire agreement, unless by prior agreement.
32. Cheques must be made payable to 'The King's Church, Addlestone.'

35. The King's Church reserve the right, at it's sole discretion, to change, modify or otherwise alter

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