

The Living Room, Crown Church  
 Building Manager: Hannah Powell  
 Telephone: 01895 233466, E-mail: [hannah.powell@crown-church.org.uk](mailto:hannah.powell@crown-church.org.uk)  
 Charity number: 1095028      Company number: 4529503

### The Living Room Terms and Conditions of Hire

The hall, kitchen and toilets at The Living Room ("Premises") and the car park are managed by Crown Church.

*Status of these Terms and Conditions* We ask that you sign a copy of these Terms and Conditions in order to secure the booking and to show you have read, understand and agree to comply with them.

It is your obligation to ensure that the Terms & Conditions set out below must be adhered to by all who use the Premises.

Should you require special arrangements requiring use beyond these terms and conditions or for a special or unusual purpose please discuss with the Building Manager on, [hannah.powell@crown-church.org.uk](mailto:hannah.powell@crown-church.org.uk).

#### *Making a booking*

1. Application should be made via the website or by email to the Building Manager.
2. Crown Church reserves the right to refuse an application for Hire.
3. The date and period of hire and use of AV equipment are indicated on the booking confirmation.

#### *Price, deposit and payment*

4. The price of hiring is reviewed annually, and prices charged will be those in force at the time of the booking regardless of the date of the event.
5. Bookings are secured by full payment plus 10% deposit for each let and all bookings are provisional until payment and signed Terms and Conditions are received. At the Building Manager's discretion, the deposit may be increased for certain events.
6. Deposits are refundable on satisfactory inspection of cleanliness of the Hall, grounds and contents after the event. Deposit will be refunded within 14 days after the event.
7. Full payment for the Hire must be made at least 14 days after the invoice date or the booking will not be confirmed. Short notice bookings made less than 14 days before the event will require full payment within 3 working days of the invoice date. Cancellation by the Hirer within 14 days of the event will incur a charge of the 10% deposit.

#### *Permitted purpose of Hire*

8. We do not accept bookings for parties.
9. We do not accept bookings for exercise classes.
10. We do not accept bookings for external religious services

#### *Duration of hire*

10. Bookings cannot be overnight

#### *Exclusive use*

11. During the period of hire the hirer has exclusive use of the hall and kitchen but not the toilets or car park. Employees of Crown Church have the right to enter upon the Premises for any reason deemed necessary by them for the management of the Premises.

Crown Church • The Living Room • High Street • Cowley • Uxbridge • UB8 2DZ  
 t: 01895 233466    e: [hannah.powell@crown-church.org.uk](mailto:hannah.powell@crown-church.org.uk)    [www.crown-church.org.uk](http://www.crown-church.org.uk)    [www.thelivingroom.org.uk](http://www.thelivingroom.org.uk)

*General duties of Hirer as regards use of the Premises*

12. The Premises are let on the basis of "left as found". Hirers are expected to look after the Premises and leave the facility in a clean and tidy condition ready for the next use.
13. All children must be supervised. You are advised that children should not be left in the care of only one adult. Crown Church accepts no responsibility for the welfare of children in the hall during bookings. The Hirer is required to provide adequate proof of Child and Vulnerable Persons Protection Policies if the event is aimed at/guests who include children and/or vulnerable adults.
14. The Hirer is responsible for all persons (excluding Crown Church employees) attending the event during the booking period, and a register/attendance list must be kept of all attendees during your booking.
15. All bookings include use of the kitchen and contents. Cooker, fridge, crockery, worktops etc. must be left clean. Floors to all areas must be swept and tidied after use. Mops and brooms are in the store room. Toilets and sinks must be left clean and tidy as found.
16. If preparing food, it is your responsibility to ensure safe food hygiene levels and that any allergy or dietary information is clearly displayed. No external caterers are to be used for your event.
17. Tables and chairs must not be removed from the Premises for use outside. The car park can be used during the time period of the booking only, and cars and contents are left at your own risk. In respect of those who live in the proximity of the Hall, you must ensure that your guests are as quiet as possible when leaving the Hall, especially after 9:30pm.
18. The Hall may not be used for public or ticketed events and must be a private function only.
19. Decorations such as posters and banners may only be attached by string or be self-supporting. Please do not use pins, blutac or adhesive tape on the walls or paintwork.
20. The Hirer must nominate a competent person to take charge in case of fire, to ensure that all persons within the Premises can escape unimpeded through the Fire Exits and to assemble in the car park. The competent person must familiarise themselves with the Fire Safety procedures at The Living Room (found in the Living Room Instructions Guide). Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit. Fire Doors MUST remain unobstructed during a booking.
21. Bringing Fireworks into, or the ignition of Fireworks in the Premises and car park is expressly forbidden.
22. Use of candles and matches is strictly forbidden.
23. No smoking is permitted anywhere within the Premises and car park.
24. No animals, other than guide dogs, are permitted within the Premises and car park.
25. Alcohol is not to be consumed, sold or bought into the Premises and car park.
26. You and your guests must exit the Premises and car park no later than 11pm.
27. Use of the AV equipment is an additional £30 charge and will be included in the overall price. If you intend to use the AV equipment, this must be discussed with the Building Manager at the time of booking.

*At the end of your event*

28. The Premises must be vacated and left clean and ready for use by the next hirer at the end of the period.
29. Bins must be emptied and put in the large bins at the front of the Premises and car park. Any broken glass must be wrapped before disposal. No liquids is to be emptied in the bins. *Please note that the green bin is for general waste and the black bin is for recycling*

- 30. Any equipment used must be returned to its proper storage space after use.
- 31. At the end of the hire any tables or chairs taken from the cupboard must be returned from where they were found. Please ensure that all lights are switched off, the hall doors must be locked and the keys returned as directed.

*Damage or loss to the Premises*

- 32. The Hirer is responsible for any damage or loss to the Premises during the hire period. If the Premises are left in an unsatisfactory state, or if there is loss or damage, the 10% deposit will be forfeited. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.

*Exclusion of liability*

- 33. Crown Church will not be responsible for any loss of, or damage to, any property brought on to the premises by any Hirer or any other person whatsoever, or for any loss, damage, or injury which may be incurred by or be done or happen to any person or persons whilst on the premises.
- 34. Should the Hirer have Public Liability Insurance that is valid for the period of the booking, they will need to provide evidence of this. Crown Church must be notified if the Hirer does not have Public Liability Insurance.

*Change to these Terms & Conditions*

- 35. Crown Church reserve the right to change these Terms & Conditions at any time at their discretion. In respect of a confirmed booking, any change will be notified to the Hirer in writing and the Hirer will be given the opportunity to cancel the hire within 24 hours of receipt of the notification, and receive a refund of the deposit, if they object to the change.

We thank you for your co-operation and hope that you enjoy the use of the Living Room. We would appreciate it if you would fill out a feedback form after the booking.

Name of organisation/Hirer: \_\_\_\_\_

Name of responsible person/key holder: \_\_\_\_\_

Contact number: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Organisation/Hirer address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to the above Terms & Conditions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*We take your privacy seriously. We will only process your personal data for the purpose(s) you have selected. We will never share your details with a third-party. For more information, please see our privacy notice on our website [www.crown-church.org.uk/privacy-and-cookies](http://www.crown-church.org.uk/privacy-and-cookies). To stop receiving information or to ask any questions about your privacy please email [privacy@crow-church.org.uk](mailto:privacy@crow-church.org.uk).*

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