

**Handsworth Woodhouse
Methodist Church**



Conditions of Hire

(Parties)

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

CONDITIONS OF HIRE

This document is owned by the Church Council of Handsworth Woodhouse Methodist Church

Conditions and regulations refer to the use of the premises at: -.

289a Handsworth Road
Sheffield
S13 9BN

Chapel Lane
Woodhouse
Sheffield
S13 7JL

Date – September 2025

Review Date – September 2026

DEFINITIONS

- 'Premises' means the property owned by Handsworth Woodhouse Methodist Church.
- 'Property & Finance Committee' means the managing committee of the Premises and includes any Officer of that Committee. The term 'we' in this document means the Property & Finance Committee.
- 'Bookings Team' means the person(s) nominated by the Property & Finance Committee to manage the Premises in respect of lettings and use.
- 'User' means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.
- 'Period of use' means a period of continuous use of the Premises by the user, eg a single booking or a series of bookings.

USE OF PREMISES

- 1) The hall or room will only be available for the time booked however 30 minutes will be allowed either side of the booking to allow time to prepare and clear up as necessary. Only those facilities booked in advance will be available. Use of any other part of the premises other than the facilities booked will not be permitted, save for the means of entry and departure.
- 2) The only permitted use is for the type of event specified. If it is found that the hiring is or is likely to be of an objectionable or undesirable nature or not in accordance with the type of event specified or that the Hirer is otherwise in breach of any condition of this Agreement, this Agreement may be cancelled immediately by Handsworth Methodist Church without payment of compensation to the Hirer.
- 3) Alcoholic beverages must NOT be sold, consumed or brought on to the premises.
- 4) Gambling is not allowed other than:
 - a) raffles for which the tickets are only sold, and the results announced, at the event,
 - b) tombolas and amusements with prizes; providing the sum spent on prizes does not exceed £50 and no cash prizes are given.
 - c) Alcoholic beverages must not be included as prizes in (a) or (b) above

- 5) Smoking is not allowed on any part of the premises at any time.
- 6) The hirer shall be responsible for seeing that good order is kept on the premises during the hiring and your use of the premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons using the premises. All one-off events **MUST** finish no later than 5.00 pm (Handsworth) and 6.00 pm (Woodhouse).
- 7) The licences that the church has cover church-based groups only. The licences do not cover those who hire the premises and who might use material which is protected by copyright. The onus for complying with copyright law for people hiring the premises lies with the hirer not with the church. You must arrange any necessary licences relating to your intended use of the premises and accept all relevant statutory responsibilities for the event.
- 8) The hirer will be responsible for the registration and conduct of persons attending the function for which the premises have been let, including ensuring that Security, Fire, and Health and Safety requirements are met.
- 9) Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require NO permanent fixings which would damage or disfigure any part of the premises. Pinning or sticking (including BluTack or sellotape) material onto any walls or doors is not permitted.
- 10) You must not interfere with any of the equipment in the premises. It is the responsibility of the hirer to ensure that electrical equipment brought into the premises by the hirer meets the relevant safety requirements. No unauthorised heaters may be used on the premises.
- 11) All furniture and equipment must be returned to its original position at the end of the event.
- 12) After the event any crockery, utensils etc should be washed and put away. The rooms occupied and toilets should be left clean and tidy.
- 13) All rubbish must be removed from the building and disposed of by the hirer. Small amounts of rubbish may be placed in the appropriate wheelie bins outside.
- 14) Any damage or malfunction noted during your use must be reported to the Bookings Secretary immediately, whether caused during your booking or otherwise.

CHILDREN AND YOUNG PEOPLE

Whilst the Home Office code of practice "Working Together to Safeguard Children" does not apply to children's parties where parents are present, you will be told if other groups are in the building.

PUBLIC SAFETY AND ACCESS

- 1) We and any of the Emergency Services, can enter the premises at any time without prior notice.
- 2) You must make sure the marked fire exits are operational and are kept clear at all times.
- 3) The maximum permitted number of persons allowed in the rooms is as stated in our general literature, or such other number as we agree on your application.

USAGE CHARGES

- 1) For single event lettings the Church requires a bond of £50 which is payable before the event takes place by arrangement with the booking team. This bond will be refunded if the premises are left in a satisfactory condition at the end of the hire period. Should any damage etc be caused, the hirer is responsible for the full cost of making good the damage.
- 2) The methods of payment are shown on the invoice.
- 3) Very occasionally we may find we have to cancel a booking at short notice because they are required for use for an Election or Church purpose (eg funeral). In this case we will refund the relevant payments for that date, but this will be the limit of our liability to you.