

# CONDITIONS OF HIRE

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Christ the Vine Community Church (CVCC) reserves the right to refuse a booking or to cancel an existing booking.

All bookings must be accompanied by a deposit of £100.00 if your organisation requires an invoice/receipt for this please let us know. In the event of a cancellation, prior notice of at least two weeks must be given for a refund of deposit

You are only allowed to use the areas of the building which are specified in your booking. It is quite possible that other user groups will be booked in at the same time in other areas.

Hirers are responsible for all equipment used and will pay for any equipment belonging to CVCC that is broken, damaged or misappropriated.

Hirers are expected to leave the premises in good, clean & tidy condition. No food or drink to be taken into the large (worship area) room, without prior written permission.

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. You are required to adhere to the church's child protection procedures and recommended good practice, a copy of which will be given to hirers of events involving children. The hiring of CVCC premises is made contingent on implementing the policy contained in the said document.

All users who are an integral part of Woughton Ecumenical Parish, are covered by our insurers for public liability (PL). Any outside hirer who is a small private entity e.g. a local music group they would require to have their own PL policy with a cover of £2m. Any hirer who is an established organisation or corporate entity e.g. AA or a Housing Association, would require to have their own PL for £5m. You must confirm that you have this type of cover and name the insurer when booking.

Arrangements for entry are to be made with the Caretaker. You will be expected to enter and leave the premises at the agreed times. The Caretaker will explain Safety and Fire procedures on the day of hire.

All bookings enquiries to the Caretaker: 01908 673986

I agree to the above conditions of hire

Signed \_\_\_\_\_

Print name \_\_\_\_\_

On behalf of (organisation) \_\_\_\_\_

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# HIRE OF PREMISES BOOKING FORM



PLEASE PRINT IN BLACK INK:

Contact Name	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Telephone (Daytime)	<input type="text"/>
Telephone (Evening)	<input type="text"/>
Date(s) required	<input type="text"/>

PLEASE INDICATE THE ACCOMODATION REQUIRED

Large Room (max 130)	<input type="checkbox"/>
Annex Room (max 30)	<input type="checkbox"/>
Kitchen room (max 20)	<input type="checkbox"/>

The Kitchenette is available if needed included in the hire charge, for bring-your-own coffee and tea making. The Kitchen is not available for hire.

There is an Induction Loop system in the large room

PLEASE NOTE

The Conditions of Hire are can be found overleaf. They must be read and signed before a booking can be accepted.

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