



# Terms & Conditions Form to Hire premises at Hornsey Moravian Church

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The Hornsey Moravian Church has several halls and rooms, which can be hired.

**Large Hall:** This is a pleasantly appointed hall, large enough for social functions, exercise and dance classes and concerts. It has a seating capacity of 180 people.

**Church:** This is our worship space and has seating for 120 people. It is a perfect space for other churches to use and can also be used to hold concerts.

**Small Hall:** This is a smaller hall suitable for seating groups of approx. 30 people, or for smaller groups needing space to move around.

**Other Rooms:** There are other rooms available for hire and suitable for even smaller groups upon request.

## **Terms and conditions of Hire:**

1. Rental must be paid in advance. If hiring on a "one off" basis to hold a function, then the rental fee plus a deposit. The deposit will only be refunded if the premises are not damaged and are left in a clean and tidy condition, with all items, props and litter having been removed.
2. The fees for hiring are as follows:
  - Large Hall £40 per hour
  - Church £30 per hour
  - Small Hall £22.50 per hour
  - Kitchen £25 per hour
  - Small rooms £17.50 per hour
3. The deposit amounts are as follows:
  - Large Hall £100
  - Church £100
  - Small Hall £50
  - Kitchen £50
  - Small rooms £25

4. Hornsey Moravian Church requires 48 hrs notice in advance of cancellations. Only a maximum of 50% of the hiring fee will be refunded for same day cancellations.
5. The Hall Safety Deposit will be returned within 5- 6 WORKING days after the booking/event date provided the hired spaces are returned to HMC in the same condition as they were found.
6. Cash payments will not be accepted. All hall hire payments must be paid to the Hornsey Moravian bank account detailed on the application form and in advance of the event. Please use your name or name of your group and Hall Hire as the reference.
7. Regular users are required to pay £100 deposit plus a month's rent to secure a slot. The deposit will be refunded 5-6 days after of the period of hiring.
8. The named/signatory applicant hiring the halls, or a nominated candidate must be physically present on the premises during the entire duration of the hire to supervise the event. Full contact details will be required.
9. All applicants must be 18 years old or over.
10. (Regular Users) HMC reserves the right to use the premises for their own needs should they arise. Suitable notice will be provided should this be the case.
11. You are required to leave the premises at the agreed time.
12. Premises must always be left clean, and properly secured. Please also pay attention to cleaning the toilets and sweeping the hall floor after use. All lights and heating must be turned off after use. (Check areas such as toilets, at the end of events.)
13. Any damages to the property or otherwise costs incurred from extra cleaning required must be met by the hirer.
14. (Casual One-Off Users) All rubbish must be removed from the premises and disposed of by the hirer. HMC bins are not to be used.
15. (Regular Users) Must use Bins that are provided on the church premises and on the pavement of Priory Road. Please use bins provided for the disposal of rubbish. (Please do not dispose of rubbish by throwing it over the wall. Do not drop any litter onto the street). Please ensure that the correct bins are used for recycling.
16. Each group using the Large Hall is responsible for neatly stacking all chairs and tables in the cupboard after use. The trolley located on the stage must be used to transport chairs. Please do not drag any furniture as this will damage the floor which may lead to non-return of your deposit.
17. Sticky tape, blue tack, or anything that damages paint or leaves marks on walls must not be used. This also includes all external walls and brickwork.
18. (Regular Users) When holding one or more keys to our premises, you are responsible for these keys and must sign the key holders list. You must not use the key(s) for anything other than for gaining access to the building for the activities agreed with Hornsey Moravian Church. Replacement of lost keys is chargeable. The code for the padlock will be provided but must not be shared. No unauthorised additional keys are to be produced without prior permission.
19. The church does not take any responsibility for any property left on the premises. Expensive equipment must not be left overnight, and the hirer will accept responsibility for any damages if they choose to store equipment at HMC.

20. Smoking is not allowed on the premises including the outside perimeter of the church grounds.
21. If the premises is being used for selling wine, beers, and alcohol a Temporary Event License is required. Applications must apply to Haringey Council. Please see their website: [www.haringey.gov.uk/index/business/licensing](http://www.haringey.gov.uk/index/business/licensing) All events are only permitted to take place between the hours of 08:00 and 23:00.
22. No nuisance will be caused to neighbours (e.g. avoid shouting when leaving the premises).
23. Do not double park or block the driveway of neighbours on the street.
24. Operator of the PA systems in the Large Hall must use the designated sockets on the stage. These sockets are connected to a noise sensor, which allows a maximum noise level of 100 decibels.
25. Noise level (including music) in the rooms must be kept to a minimum. Windows and doors must be kept closed if loud music is being played.
26. (Regular Users) You must have your own Public Liability Insurance policy to cover your planned activities and for any damages caused through negligence.
27. A Covid safe risk assessment and Covid restrictions may be requested / introduced at any time if necessary.
28. (Regular Users) If your group organisation includes children, (under 18 years) you must agree to our church's policy for protecting children and young people, or you must have your own policy that is governed by local authority or central government guidelines.
29. Children must always be supervised by an adult.
30. No fireworks of any description are allowed on the premises.
31. Be aware of Fire Exits, which must always be kept clear.
32. The use of Naked flames is not permitted on the premises.
33. We have active CCTV monitoring the premises at all times. These images are stored internally and will only be accessed if necessary.
34. The use of Bouncy castles is permitted. However. Any damage to the premises caused by this and/or associated equipment must be paid for by the hirer or their associates.
35. An additional £15.00 attendance fee will be charged if the hirer requires the church to be opened the day before their event. Please be aware though that the hall may not always be available to set up tables/chairs the day before due to other events taking place.
36. Occasionally a caretaker may be required to attend site to oversee larger events of over 100 people. If so, then a £40.00 caretaker fee will be charged on top of the hourly booking fee.
37. Please see the current Fire evacuation details below.

The Moravian Church reserves the rights to give notice of termination of the use of the premises to regular users within a reasonable period (e.g. taking into consideration term times)

The Moravian Church reserves the right to review the hire charge periodically.

## Hornsey Moravian Church

# FIRE DRILL

### IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm point
- Attack the fire, if possible, with the firefighting equipment provided but without taking personal risks
- If in doubt “GET OUT”

### ON HEARING THE ALARM

- Call the Fire Brigade on 999 – this will normally be done by the Group Leader
- Leave the building and report to the Assembly Point which is at the grassed area over the road opposite the front of the church
- The Group Leader should ensure no one is left behind and take charge of the evacuation of the building
- Contact one of the Church’s emergency contacts listed below to report the incident – this will normally be done by the Group Leader

### REMEMBER!

- USE THE NEAREST AVAILABLE FIRE EXIT – close doors behind you
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building

### EMERGENCY CONTACTS

Minister – Rev Michael Newman	07765 151515
Caretaker – Tony Calder	07891 974618
Steward – Steadroy Lambert	07896 412557
Steward – Alfonso Peters	07448 248122
Steward – Carl Skepple	07940 439738