



**BRENTFORD FREE CHURCH**

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**CONDITIONS FOR THE USE OF THE PREMISES**  
**(Brentford Free Church is referred to as BFC)**

1. BFC reserves the right to refuse or terminate any use or letting of the premises without explanation. Under normal circumstances either party must give three month's notice in writing of intention to cancel any letting agreement.
2. The client will be liable for any damage (other than natural wear and tear) sustained to the premises, fixtures, fittings or any equipment caused by the client and must notify BFC of any such damage promptly.
3. The premises and equipment hired by the client must only be used by them, only in the time agreed and for only the specific purpose for which the letting was agreed. Only the specific areas of the premises hired may be used during the letting.
4. The client must ensure the premises are left in the same condition they find it in, with everything returned to its original place in accordance with the picture provided, e.g.: chairs, furniture and equipment.
5. If the kitchen areas and equipment are used the client must ensure that no food or rubbish is left and that all surfaces are wiped clean and ready for the next client. Please ensure that rubbish left in the BFC outdoor bin is kept to a maximum of two black sacks.
6. The client must ensure, when vacating premises, that all windows and doors are properly closed, that all lights are turned off, and, where relevant, that the alarm system is correctly activated.
7. Any requirements for on site storage must be part of a written agreement. The client must remove any other equipment brought on to the premises on each occasion.
8. 'NO SMOKING POLICY' exists in all areas of the church site during lettings and the client must adhere to this.  
NO ALCOHOL is allowed on the church site.
9. BFC accepts no responsibility for injury or loss to person or property arising out of the use of the premises, apart from such injury or loss, which arises from its responsibility for the general maintenance of the premises. The business/organisation will keep BFC indemnified against any claims for which it is responsible and must be able to show evidence of having a third party insurance policy.
10. It may be necessary at short notice to ask the client to cancel or reschedule a letting. This would arise in cases, such as a funeral, where the use of the premises by two groups at the same time may be inappropriate.
11. The client must comply with the local (BFC) Health and Safety Policy and ensure that all persons under the client's supervision are well aware of the relevant safety procedures and location of First Aid facilities.
12. Any music or other noise must be kept to a reasonable level and must finish by the agreed time under the letting arrangement.

13. It is assumed that any activity involving children is properly supervised and that organisations involving children will be familiar with the government’s document ‘Safeguarding Policy’ (a copy can be seen at the church office).

14. In case of an emergency arising out of use of the premises please contact - a church official on one of the following numbers (to be entered on day of hire):

Contact 1:

Contact 2:

Mobile number of keyholder to be given to Client on day of Church Rental/Activity.

(These rules and conditions are designed to protect both client and BFC. Please ensure they are adhered to. Any serious breach may result in termination of the letting agreement.)

<b>Signed on behalf of BFC:</b>	<b>Signed on behalf of the Client:</b>
.....	.....
<b>Name:</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Position:</b> .....
<b>Date:</b> .....	<b>Date:</b> .....