Aberdeen Street Church of God of Prophecy

Building Hire Terms and Conditions

Purpose:

The facilities at Aberdeen Street Church of God of Prophecy are available for hire to individuals and groups whose activities align with the values, beliefs, and mission of the church. The purpose of the Hire terms and conditions is to protect both the hirer Aberdeen Street, by creating a legally binding contract that clarifies, responsibilities, payments cancellations, and rules of conduct.

1.

Eligibility

- Priority is given to church-sponsored events.
- Community and private events may be approved, provided they do not conflict with the church's values or schedule.
- Weddings, Funeral services,122 Aberdeen street, General events, Baby blessing/dedications, and kitchen usage, specific rooms and spaces all of these are eligible to be booked

2.

Application Process

- A booking request form must be completed and submitted to the church office.
- All applications are subject to availability and approval
- Security deposit must be paid for some events with the booking form
- Please wait until the event is confirmed before going ahead with other plans
- Bookings must be made at least 14 days in advance.
- Once the booking is approved a meeting with a Building manager/Events team will be arranged for some events.

3.

Booking forms

- General event Booking form (A)
- Event Booking 122 Aberdeen Street form (B)
- Wedding Booking Form (C)
- Baby blessing /Dedication form (D)
- Funeral Booking Form (E)
- Kitchen Booking Form (F)

. 3

Conditions of Use

- All activities and the church premises must be treated with respect and appropriate for a place of Christian worship
- Alcohol, smoking, and illegal substances are prohibited on any area of the church grounds , including 122 Aberdeen street
- The premises must be left clean and orderly.
- The hirer is responsible for the conduct of all attendees and any damage incurred.
- Damages will be recovered from your security deposit.
- The Hire/ Event Manager is responsible for any licences needed for media, music or performing arts
- Hirer, or Event Manager must get permissions from event participants regarding the provision of live streaming , and must ensure that all participant of any event is adequately informed of the live stream and the opportunity given for them to opt out and a designated place for persons who do not wish to filmed where possible a section of the seating space must be provided for them.

4. Deposit and fees

- All fees must be paid prior (14 days) to the start of all events
- In the event of the fees not being paid Aberdeen street reserves the right to cancel your event
- A non refundable security deposit of £150 must be paid and submitted with your event booking form
- Some Events may require an advance towards the event cost
- An additional fee may be charged for building, grounds or premises damage

5. Behaviour and Supervision

- Most events will be supervised by Aberdeen Street building Managers and stewards
- The Hirer/ Event Manager must ensure that any children, personal, kitchen workers and any persons engaged in any event are adequately supervised as much as possible
- Vulnerable persons, persons with disabilities or requiring assistance must be adequately supervised
- If vulnerable adult and Children under 18yrs are involved in any part of the event or space , if necessary valid DBS certificates, and safeguards for designated workers may be requested and these participants must be supervised at all times
- As a Hirer/ Event Manager during the period of hiring you are responsible for the the church site, its contents, the behaviour of participants and the care and safety of all attendees
- Car park and any designated surrounding areas must be supervised at all times

6.

Health safety and security

- The Hirer / Event Manager must adhere to all health and safety requirements ,advise given by the building supervisors or stewards
- Any health and safety concerns breaches, incidents must be brought to the attention of the Building Managers and stewards
- Following the booking of some events a risk assessment may be requested
- The Hirer will be briefed on Fire and Evacuation procedures following the approval of the booking
- Emergency exits must be kept clear at all times
- Smoking, alcohol and illegal substances are strictly prohibited anywhere on the church grounds and premises
- The church accepts no liability to loss or damage to personal property

7.

Building Access

- Access is granted at a maximum of 2 hours prior to the event start time
- A start time and finish time must be submitted onto the event booking form
- Building access time and building leave time must be submitted onto the booking form
- Building access and leave time 30 min after the leave time has expired the Hirer/Event Manager will be charged a £50 fee per 30 min time period, this will be deducted from the security deposit

8. Building decorations fixtures and fittings

- Any decorations fixtures or fittings, including, posters, publications used as part of an event decoration they must be removed from the church site as soon as possible
- Aberdeen Street is not responsible for any items brought onto the premises
- The use of sella tape and adhesives are not permitted anywhere in the building

9. Building damage and cleaning pre/ post event

- During the hire period the building is to be kept clean and tidy at all times and left in a adequately clean state
- During the hiring period the Hirer/ Event Manager must ensure that there is no accumulation of rubbish or any visible signs of litter or rubbish that can be clearly seen
- Any damage to church property must be reported immediately and will result in an additional charge

10. Aberdeen Street Media Group

- Any events/activities that require promotion regarding Aberdeen street, buildings or ground must be given permission from Aberdeen street Media Group
- Some events/activities such as Baby blessing/ Baby dedications will be recorded and live streamed as part of our scheduled Sunday services , individuals families, who do not wish to be recorded must find an alternative venue
- No recording or photography must take place without the permission of Aberdeen street Media Group

11.

Car Parking

- Cars/vehicles and personal belongings in vehicles are left at the owners risk Aberdeen Street Church of God Of Prophecy is not responsible for any losses
- Double yellow lines are placed onto Aberdeen Street , these have been place there by the local authority any person parking on the must have this in mind , Aberdeen street church of God of Prophecy is not liable for any consequences as a result of persons parking on the main road.

12.

Cancellations

- Cancellations must be made in writing at least 14 days before the event.
- Aberdeen Street Church of God of Prophecy reserves the right to cancel any event , even if the event or space has been booked in these circumstances deposits and and 50% of any fees paid will be refunded
- The security deposit is non refundable

13.

Liability and Insurance

- Aberdeen Street Church of God of Prophecy is not liable for accidents ,injuries or loss/damage to personal property.unless cause by the churches proven negligence
- Hirers may be required to provide proof of public liability insurance.and must fully indemnify the premises, management, injury, death , any persons attending your planned event
- Claims, losses, damages costs expenses ,injury that arises from any event that the Hirer/Event `manager or any person contracted by the hirer has arranged these issues must be taken up with them.

Terms summary

- Access Time -The time that you can access the building to set up for you event.
- Leave time - The time that you will need to vacate the church building and premises.
- Event Start Time – The time your event is scheduled to start
- Hirer/Event Manager is the designated individual or designated person from an organisation who is authorised to organise the event and responsible to enter a legal binding contract with Aberdeen street as the Hirer of Event Manager
- Building Managers and stewards are designated persons who Manage the buildings on behalf of Aberdeen street Church of God Of Prophecy .

Acceptance of terms

- By confirming a booking the hirer agrees to comply with the above Aberdeen Street t booking hire terms and conditions

Contact Information:

For bookings and inquiries, please contact the Church Office:

0121-551-3919

Aberdeenstreet@cogop.org.uk

Consent and Agreements

Full Name	Address	Contact information
		Email Mobile

Designation/ Hirer/ Event Manager/	Signature	Date