

TERMS AND CONDITIONS
FOR USE OF THE PREMISES OF OASIS CHURCH SOUTHAMPTON (The Old Chemist)

Oasis Church Southampton welcome you to The Old Chemist and hope that your event goes well. The Old Chemist is a resource for community groups and in order that all groups using the building know what is expected of them and can enjoy the facilities here to the full, we are sure you will understand the need for us to expect everyone to agree to the following conditions of use.

Booking Information

1. The Church reserve the right to decline any booking if any aspect thereof is felt to be contrary to the values and ethos of the Church. Any individual or organisation granted the use of the Premises agrees to refrain from any activities previously outlined as prohibited.
2. I, the undersigned (the Hirer), acknowledge that the above premises remain under the control of the Church and this hiring is not intended to confer exclusive possession upon me/us and that accordingly no tenancy of the premises is intended to be created. Access to any part of the premises is for the agreed period only.
3. The Hirer acknowledges that the Church gives no warranty that the premises are legally or physically fit for the purposes required by the Hirer.
4. I acknowledge that if I/we cancel our booking within 7 days prior to the original booking I/we will still be due to pay the full amount for the booking and no refund will be due.

Restrictions

5. **No Smoking** is permitted anywhere on premises. No alcohol may be sold on Premises and **no underage drinking** is permitted. Permission may be granted at the church's discretion for consumption of alcohol in the premises. **No illegal drugs** or other illicit substances may be brought onto Premises. It is the entire responsibility of the Hirer to ensure that all users of the premises are made aware of these regulations and strictly comply with them. Failure by the Hirer to enforce compliance will be deemed a wilful breach of the Terms and Conditions. **See Paragraph 15.**
6. The performance of music (whether pre-recorded or live) or any other production of sound at such volume level as cause annoyance, disturbance or interference to members of the public, occupiers or users of other premises, or occupiers or users of the Premises, is not permitted.
7. Videos and Films. If you plan to show videos, DVDs or films in any form you will need a license for your event from the Motion Picture Licensing Company (MPLC). You can find more information on this by calling 01323 649647 or at www.themplc.co.uk
8. In order to comply with planning consent, The Premises must be vacated by 11pm.

Care of the Facilities

9. Hirers are responsible for cleaning, clearing, sweeping and hoovering the areas they have used, placing the rubbish in outside dustbins on driveway at the end of their session, and removing all articles and equipment brought onto the premises. A booking checklist will be made available detailing the procedure for cleaning & locking up the building after use. We reserve the right to pass on to the Hirer any additional cleaning costs incurred.
10. No items of furniture or any goods or property belonging to the Church may be removed from the Premises. After use, tables should be wiped clean and returned to the storeroom and any sofas and tables that have been moved should be returned to their proper place.
11. Toilet and Kitchen Facilities: The Hirer may use the sinks, cooker, cutlery, crockery and kettles & urn provided and are expected to wash, dry and put them away. Hirers are expected to leave all surfaces, sinks and cookers thoroughly clean.

12. Please ensure lights and fans are turned off at the end of your booking.

Security & safety

13. The Hirer will follow the supplied checklists for opening up and for securing the premises at the close of their session, and will act at all times to ensure the safety and security of the Premises and its occupants. They will report any suspicious persons or activities to the church administrator.
14. Car parking space at the Old Chemist is extremely limited and immediately neighbouring roads have time limited parking. Organisers should ensure that all users park their cars responsibly.

Keys

15. Keys will be collected and returned by mutual arrangement. **The possession of a key does not permit right of access to Premises outside of the specific days and times booked and agreed upon.** The hirer will ensure that they have booked sufficient time for setting up and clearing away after their event.
16. Keyholders will not make or attempt to make duplicates of any Church keys loaned. If the hirer loses a Church key whilst it is in their possession, they agree to reimburse to the Church the full cost of replacing door locks and all associated keys.

Quiet Room Bookings

17. Use of the Quiet Room includes access to the upstairs communal kitchen and toilet areas used by other offices in the building. We ask that you be respectful of these areas and leave them as you would wish to find them.
18. The Hirer agrees to use the In and Out board to indicate when they have arrived and left the building to comply with the Old Chemist Fire Risk assessment.

Garden

19. Hire of the Old Chemist building does not allow use of the garden unless by prior agreement as there may be a separate booking. Use of the garden can be agreed at the time of booking.
20. The Hirer is responsible for collecting and removing litter, closing garden gate securely, returning chairs to one stack and putting the covers provided back onto the chairs and table.
21. The stairs down to the garden are steep and short tread, please use with caution. The Hirer agrees to allow use to the garden at their own risk and commits to not allowing children to be unsupervised in the garden.

Damage and Accidents

22. All damage to church property must be reported to the church administrator by email and paid for.
23. If you have an accident or a near-miss, please complete an accident form, which is kept in the kitchen. Completed forms should be passed to the church office to be filed confidentially. These can be posted through the rear door of the building.
24. The Church will endeavour to ensure that Hirers using Premises may do so without interference. Where, **in the opinion of the Trustees**, an Organisation is committing a wilful breach of these Terms and Conditions, the Trustees may summarily withdraw their agreement to the use of the premises, and the Organisation will be required to remove itself and all users immediately from the premises. The Church will not be liable for any costs or losses incurred by the Hirer in such circumstances, nor for the return of any Booking fees contributed to church in respect of the use of its premises .

25. We/I the undersigned accept that Southampton Vineyard Church cannot be held responsible for loss and damage or injuries to any property or person or any liability or expense suffered by any person during or as a result of the Hirer's use of the Premises. All persons using the Premises or bringing personal belongings to the Premises do so entirely at their own risk.
26. Furthermore We/I agree to notify Oasis Church Southampton in respect of any damage occasioned to property arising out of the negligence of the Hirer or their invitees.

I have read and accept the Terms and Conditions for the Use of the Premises of Oasis Church Southampton.

Signed Date

The Trustees reserve the right to apply amended or additional Terms and Conditions relating to individual organisations prior to the acceptance of any booking or renewal of booking.

The fees are reviewed annually, and any rent alterations are applied from 1st January.

Last reviewed & updated February 2023