

Booking Terms & Conditions:



Kensington Unitarians
community - spirituality - conscience

Acceptable Use:

- Written details of the aims and policies of those wishing to use the Premises are normally requested to enable the Committee to understand their needs and objectives. We reserve the right to conduct necessary background checks on any potential Hirer and/or their speakers prior to confirmation of bookings.
- A proposed booking may be refused if:
 1. The aims or policies of the Hirer or Guests are in serious conflict with Unitarian principles.
 2. The Hirer or Guests have been linked to violence or incitement to hatred or violence
 3. Misbehaviour has occurred during a previous hiring or at another Unitarian property
 4. The Hirer persistently breaches the Booking Conditions
 5. A contravention of Fire or Health & Safety regulations may reasonably be anticipated.
 6. Essex Church fully supports all legislation on Equal Opportunities, Racial, Sexual and Religious Discrimination. We aim only to hire our building to groups that promote understanding, tolerance, and love.
- No smoking, gambling (including raffles) or drugs are permitted anywhere on the Premises.

Place of Worship:

- Please bear in mind that this is a religious building.
- In particular, the Large Hall is the worship space of the Unitarian congregation who own the Church.
- Please be careful when using the raised sanctuary area and treat it with respect.
- For more information about Unitarians, please visit our website: <https://www.kensington-unitarians.org.uk>.

Essex Church

112 Palace Gardens Terrace

Notting Hill W8 4RT

0207 221 6514

office@kensington-unitarians.org.uk

Registered Charity Number: 230789

This building is a Unitarian's meeting place. We welcome all who use the building and ask that it be respected as a place of spirituality and peace.

Standard Hire Charges (per hour):

	<u>Large Hall</u>	<u>Small Hall</u>	<u>Library</u>
Current Rate:	£70.00	£50.00	£25.00
As of 01.01.25:	£74.00	£52.00	£26.00

Please note that if we do not hear anything from you within 7 days of this invoice or, from the date of your booking (whichever being the earliest), we will assume that all details relating to the booking are correct and that you agree to the booking terms and conditions, as set out in this contract.

Booking information:

- Rooms are available to hire between 07:30 - 22:00 Monday - Saturday and between 14:00 - 22:00 on Sunday.
- Rates quoted apply to charities, community groups and micro-enterprises.
- Time booked must include any time required to set the room up, in advance of a session, and to clear away afterwards.
- Hirers are not allowed to enter the building, outside of their booked periods, without prior permission.
- **Discounts:** An all-day booking, from 09:00 - 17:00 = 8 hours for the price of 7 hours. A 10% discount is given for 10 or more sessions booked, provided payment is made in full and in advance of the first session commencing. Once payment has been received, no changes or cancellations to the booking will then be made.
- **Changes and cancellations** - if more than 2 weeks' notice is given, no charge will be due. However, if less than 2 weeks' notice is given, the full invoice amount will be due.
- This is a residential area - please be aware and mindful of this when arriving at or leaving the building.

Facilities:

- Room hire includes use of the kitchen for serving light refreshments. Crockery, glasses, cutlery and washing up facilities are provided. Please ensure that you clean up after your session and leave the kitchen as found, ready for the next Hirer.
- Cleaning materials are available in the kitchen.
- Keep noise to a minimum in the entrance foyer and kitchen and please be sensitive to other groups using the building at the same time as yourselves.

- Be aware of other Hirers using the building if your activity is noisy or may otherwise disturb other groups. During such activities, doors and windows should be kept shut.
- Wifi is available in the Church.
- A hearing loop is provided in the Large Hall only.
- There is no parking available at the Church. There are parking meters nearby and an NCP carpark in Bayswater Road.
- Essex Church is easily accessible from Notting Hill Gate tube station or by local buses.

Reinstatement:

- The Hirer is responsible for leaving the hired rooms clean, tidy and reinstating any furniture which has been moved.
- The Hirer must report and pay for any damage caused, or extra cleaning if rooms are not left in their original state.
- Essex Church reserves the right to make additional charges for times / space that hasn't been agreed to in advance. Any changes or cancellation should be notified to the Administrator by email as soon as possible.

Insurance:

- Any property belonging to the Hirer is left in the building at their own risk. The Hirer must maintain the necessary insurance for all legal liabilities arising out of their activities while on the Premises.
- Should an incident occur at the site of a serious nature and/or which might result in an insurance claim, the Hirer must prepare an Incident Report including details of date, time, events and outcome and email a signed copy to the office.

Security:

- The Hirer is responsible for security whilst their group is using the Church. Please ensure that all exterior doors are kept closed and locked.
- Access will be by a door code, issued to the Hirer, and must not be shared with their group.
- Any code holder must be the first to arrive, the last to leave and only admit members of their group.

- Each room has an interphone, from which you can admit members of your group as they arrive, once they've rung the front door bell.

Fire Precautions and Safety:

- A Fire Emergency Plan is posted in the Gallery. Under the Plan, the Hirer must nominate a 'Responsible Person' from their group and ensure that all members are familiar with the Plan, the fire exit routes and the muster/assembly point.
- When setting up furniture, remember to keep fire exits clear and maintain adequate gangways. Do not prop fire doors open.
- Sensitive smoke and heat detectors are located throughout the building and no smoking is permitted on the site. The use of candles or incense in small numbers will not normally trigger an alarm and should only be used in stable non-flammable containers. If a false alarm is raised, instructions for cancelling it are posted in the front entrance lobby, adjacent to the fire alarm panel. This must only be done only when you are certain that no risk remains.
- Hirers are responsible for ensuring the safety of any equipment brought onto the Premises. Electrical equipment must be PAT tested and removed from building at the end of their session

Safeguarding:

- The Hirer must have appropriate policies in place to safeguard any children or vulnerable persons in their group and ensure that any statutory checks are complete before the Hire Period commences. Essex Church is not responsible for the consequences of a Hirer's failure to meet these legal obligations.
- Children must be supervised at all times.

First Aid:

- A First Aid box and accident book are located in the kitchen.
- Should an accident occur at the site, the Hirer must complete the accident book, including details of date, time, events and outcome and email a signed copy to the office.

Advertising, Media and the Distribution or Sale of Literature:

- Invitations to events held at Essex Church must carry the RSVP address of the Hirer only.
- Hirers should seek Office approval of promotional material featuring the Church, prior to release.
- No images of Essex Church may be used by the Hirer for promotional or marketing unless agreed by the Office in writing.
- The Hirer must obtain permission from the Office before any of the following activities take place on the Premises:
 1. Any audio or visual recording, live links or photography for external publication or distribution
 2. The attaching of banners, bills or posters to any walls or fabric of the building or grounds
 3. The sale of books or other publications.
- Any free distribution of literature by the Hirer must be inside the hired part of the building and not in the corridors or elsewhere.
- The Hirer is responsible for obtaining any necessary licences from The Performing Rights Society and other copyright holders for any media used or activities conducted on the Premises during their hired period.
- The hire of a room at the Church does **NOT** carry with it any endorsement by Unitarians and the Hirer is not permitted to make any claim of such.

Emergencies & Building Issues:

- In the event of an emergency, please call 999 immediately.
- For any issues regarding the building, please email: warden@kensington-unitarians.org.uk.