

**Handsworth Woodhouse  
Methodist Church**



---

# Conditions of Hire

---

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

# **This document is owned by the Church Council of Handsworth Woodhouse Methodist Church**

Conditions and regulations refer to the use of the premises at: -.

289a Handsworth Road	Chapel Lane
Sheffield	Woodhouse
S13 9BN	Sheffield
	S13 7JL

Date – September 2025

Review Date – September 2026

## **DEFINITIONS**

- 'Premises' means the property owned by Handsworth Woodhouse Methodist Church.
- 'Property & Finance Committee' means the managing committee of the Premises and includes any Officer of that Committee. The term 'we' in this document means the Property & Finance Committee.
- 'Bookings Team' means the persons nominated by the Property & Finance Committee to manage the Premises in respect of lettings and use.
- 'User' means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.
- 'Period of use' means a period of continuous use of the Premises by the user, eg a single booking or a series of bookings.

## **USE OF PREMISES**

- 1) The hall or room will be available 30 minutes before and after the time booked to allow time to prepare and clear up as necessary. Only those facilities booked in advance will be available. Use of any other part of the Premises other than the facilities booked will not be permitted, save for the means of entry and departure.
- 2) The Premises must be vacated by 10.00 pm for regular bookings and 5.00 pm (Handsworth) and 6.00 pm (Woodhouse) for single bookings. Bookings will not be accepted beyond these times.
- 3) Alcoholic beverages must NOT be sold, consumed or brought on to the Premises.
- 4) Gambling is not allowed other than:
  - a) raffles for which the tickets are only sold, and the results announced, at the event,
  - b) tombolas and amusements with prizes; providing the sum spent on prizes does not exceed £50 and no cash prizes are given.
  - c) alcoholic beverages must not be included as prizes in (a) or (b) above.
- 5) Smoking is not allowed on any part of the Premises at any time.
- 6) The User shall be responsible for seeing that good order is kept on the Premises during the booking. Your use of the Premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons using the Premises.

- 7) The licences that the church has cover church-based groups only. The licences do not cover those who hire the Premises and who might use material which is protected by copyright. The onus for complying with copyright law for people hiring the Premises lies with the User not with the church. You must arrange any necessary licences relating to your intended use of the Premises and accept all relevant statutory responsibilities for the event.
- 8) The User will be responsible for the registration and conduct of persons attending the booking. This includes ensuring that security, fire, and health and safety requirements are met.
- 9) Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require NO permanent fixings which would damage or disfigure any part of the Premises.
- 10) You must not interfere with any of the equipment in the Premises. It is the responsibility of the User to ensure that electrical equipment brought into the Premises by the User meets the relevant safety requirements. No unauthorised heaters may be used on the Premises.
- 11) All furniture and equipment must be returned to its original position at the end of the event.
- 12) When you leave the Premises, you must make sure it is secure, all lights are off, and heaters reset as you found them. The User must also wash and put away any crockery and kitchen utensils they have used. The rooms occupied including the toilets must be left clean and tidy.
- 13) All rubbish must be removed from the building and disposed of by the User.
- 14) Storage for the User's property normally cannot be provided. However, by prior agreement with the Property committee and at the User's own risk, it may be possible for equipment etc used for regular bookings to be stored. This may involve an additional charge.
- 15) Any damage or malfunction noted during your use must be reported to the Bookings Team immediately, whether caused during your booking or otherwise.
- 16) On occasion we may invite all users of the Premises to meet to discuss improvements for the use of the Premises. If required, you may request a meeting with the 'Property and Finance committee'.
- 17) Very occasionally a booking may have to be cancelled at short notice because the building or room is required for other purposes e.g. funerals or polling station.

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

**ALL** users of the premises must comply with the current government guidance on safeguarding children and vulnerable adults.

A copy of the users own Safeguarding Policy must be supplied to the Booking Team prior to the booking. Handsworth Woodhouse Methodist Church reserves the right to insist that our policy is used.

Users who do not have a Safeguarding Policy must confirm that they will comply with the Safeguarding Policy of Handsworth Woodhouse Methodist Church. This declaration is part of the Licence Agreement. A copy of the policy will be supplied.

## **BANNERS ADVERTISING EVENTS**

### **General**

- All banners must be professionally made and be of weatherproof material.
- Banners may only be displayed on the hooks provided on either side of the church door. They should be made in such a way that they can be secured to the hooks at the top and at the bottom.
- A maximum of 2 banners can be displayed at any one time. Where there are requests for more than 2 they will be dealt with on a first come first served basis.

- All requests for banners are to be made via the Bookings Team. Any banners displayed without permission will be removed.

### **Single Events**

- Banners advertising single events can be displayed for a maximum of 6 days (Monday – Saturday) prior to the event.
- If the day of the event does not fall within the 6 day period a banner may be displayed on the day of the event.
- No banners will be allowed on Sundays.

### **Ongoing Events**

- Banners advertising the start of ongoing events can be displayed for a maximum of 6 days (Monday – Saturday) prior to the event.
- From then on, a banner may be displayed on the day of the event i.e. put up in the morning and taken down when the event finishes.
- In addition, banners advertising specific events i.e. promotions, may be displayed for a maximum of 6 days (Monday – Saturday). A maximum of two of these banners will be allowed in a 12 month period.
- No banners will be allowed on Sundays.

## **PUBLIC SAFETY AND ACCESS**

- 1) We and any of the Emergency Services, can enter the Premises at any time without prior notice.
- 2) You must make sure the marked fire exits are operational and are kept clear at all times. The secondary lock (thumb turn operated on the inside) on both doors (front and side) must be unlocked whilst you are on the Premises. **This is to comply with fire regulations and is a legal requirement.** At the end of the event these should be re-locked to maintain security. Checks will be made at intervals to monitor this procedure.
- 3) You must provide adequate first aid materials appropriate to your use of the Premises. Any accident that takes place on the Premises must be reported to the Bookings Team along with the details and action taken.
- 4) You must make your own arrangement if you were to require telephone assistance during the letting.
- 5) The maximum permitted number of persons allowed in the rooms is as stated in our general literature, or such other number as we agree on your application.

## **USAGE CHARGES**

- 1) Charges will be made at rates that will be determined by the Property Committee and shall be liable to change with 1 month notification to the User.
- 2) Payments for regular bookings will be on a monthly basis by invoice. The methods of payment are shown on the invoice.
- 3) For single bookings a bond of £50 will be required to cover any damages. The bond will be returned after the event.

## **ACCESS TO THE PREMISES**

### **Single bookings**

The bookings team will open the Premises before and lock up after the booking.

## **Regular Bookings**

The named person on the booking will be given a key to the Premises under the following conditions.

- No copies are to be made from the key.
- The key must not be lent to anyone outside their group.
- On completion of the letting the key must be returned to the Booking Team.

## **LICENCE AGREEMENT**

All bookings will be subject to a Licence Agreement which must be signed by the person named on the booking. In this document the User will agree to adhere to the Conditions of hire as laid down in this document. Specific reference will be made to use of the premises as defined in the booking, safeguarding and key holding

## **INDEMNITY AND INSURANCE**

- 1) We will not be responsible for the loss, theft of or damage to property belonging to you or any person attending the Premises.
- 2) It is the responsibility of the User to effect whatever insurance is required to cover their liabilities. Insurance effected by the Church Council does not extend to a User's liabilities. The User shall indemnify the Church Council in the event of loss or damage to the Church Premises or contents or resulting from any claim made by any third party arising out of bodily injury suffered by them or damage to their property caused by the User's use of the Premises.
- 3) A long-term User should certify that a public liability policy with an approved insurance company has a limit of at least £1,000,000 and provides indemnity in accordance with the above paragraph (2) and will remain in force during the whole of the hiring of the Premises. (Note: this paragraph does not apply to occasional bookings of less than 3 times a year).
- 4) A copy of the User's insurance certificate must be provided before the booking can go ahead.
- 5) The User will be held responsible for the costs of any necessary repairs to the Premises/replacement of equipment arising from your use, including any consequential losses should the Premises be unusable as a result.

## **TERMINATION OF USE**

You must only use the Premises for the purpose(s) identified in the Licence Agreement. We reserve the right, if we believe your use is improper, unseemly or undesirable, to immediately terminate your booking without payment of any compensation or refund of any payments made by you to us.