

United Reformed Church

Hardwick Square East, Buxton SK17 6PT

Name of hirer:

Address:

Telephone:

Email:

Room:

Purpose of hire:

Date of hire:

Time:

The hire charge is:

Hall (green room) or Church (purple room) £12 per hour.

Classroom (blue room) £8.50 per hour.

This is to be paid in advance to Mrs Mary Macdonald at 49 Otterhole Close, Buxton, Derbys. SK17 6DX

Tel: 01298 22449 Cheques should to be made payable to Buxton URC

Hire charge includes shared use of kitchen and toilets, lighting and heating when required.

You will be responsible for putting on and turning off the heating.

Conditions of hire

I understand that I will be responsible for all loss or damage during my use. This includes all loss and damage caused by anyone attending my event in the property.

1. If children or vulnerable adults attend, I understand that our leaders must have the appropriate DBS checks. I have read the church's Safeguarding Policy (see website).
2. I am familiar with the fire safety policy of the church and the correct fire drill if needed.
3. I will endeavour to keep noise to a minimum so as not to disturb other users and neighbours.
4. I will ensure that any rubbish is placed in the bins outside and the floors are swept after use. If I use the kitchen, it will be left clean and tidy. Key to the broom cupboard is in the heating switch cupboard.
5. I am responsible for any Health and Safety risk assessments and food hygiene laws. I have noted the church's Health and Safety Policy.
6. The maximum number of people allowed into the building is 80.
7. Vehicles must not be parked within our gates.
8. The key may not be copied.
9. The garden may be used for barbecues providing smoke nuisance is kept to a minimum. Gas cylinders must be kept outside the building. Ball games may not be played if the ball is likely to go over the wall.
10. The building must not be sublet or used for illegal purposes. I am not allowed to bring into it any flammable or dangerous substances.
11. Do not overload the electricity circuit. One appliance per socket.
12. Consumption and sale of alcohol is not allowed.
13. Any overstay will be charged at the hourly rate.
14. The church reserves the right to enter the property at any time during my hire period to check that these conditions are being complied with.

Hirer's signature:

Date:

Please sign 2 copies. Keep one and send the other, with the hiring fee, to Mrs Mary Macdonald

We hope that your event is successful and that you enjoy using our premises.