



GENERAL TERMS AND CONDITIONS FOR HIRE

Closed for Christmas and Bank Holidays

Epainos Ministries deals with advance room bookings; this enables us to offer competitive rates. In return we ask for accurate information concerning the numbers attending and nature of each event, and there is a penalty fee in the event of cancellation. Bookings are accepted on the basis that these Terms and Conditions of Hire are accepted in advance by the event Organiser/Client representing the organisation.

APPLICATION FOR HIRE

- All applications for the use of the Facilities must be confirmed by filling in the Events Booking Form and sending to Epainos Ministries along with a signed copy of these Terms and Conditions. Your booking will be invoiced once your booking forms are received. Only when both forms and payment are received is the booking confirmed.
- Epainos Ministries accepts payment by cheque, bank transfer or Cash.

HIRE CHARGES

- All prices are **inclusive of VAT**
- Daily and hourly bookings, price and availability on request.
- Minimum period of hire is 4 hours, Epainos Ministries does not offer shorter booking periods and period of use should show clearly on each confirmation booking form.
- The venue should be vacated promptly at the end of the booking and should be left clean, tidy and rubbish disposed of in the large rubbish & recycling bins provided. Should Epainos Ministries be dissatisfied with the condition of the venue when vacated, we will invoice for cleaning and any repair necessary.
- If for any reason hires are in excess of the booked time, or the booking is required to extend outside of our normal hours, then an additional charge of plus 50% of hourly fee or part thereof will be charged.
- Venue charges are reviewed regularly, where hire fees have been paid, these will be held if rates subsequently increase.

PAYMENT

A deposit of 20% is required to secure each booking and full payment is required at least one month in advance of the event.

CANCELLATION

Epainos Ministries may seek compensation for any loss incurred as a result of cancellation.

Cancellation must be notified in writing. If cancellation is notified within four weeks of the booking the following cancellation fees will be charged:

- (a) One month or more in advance full refund given minus a £60 admin fee.
- (b) 10 working days - 25% of the total price unless we secure another booking, then a full refund minus £60 admin fee.
- (c) One week or less – 50% of the total price unless we secure a booking, then full refund minus £60 admin fee.

N.B. Bookings are not transferable

SECURITY DEPOSIT

A security deposit of 30% of the total hire fee is required (minimum £250), which will be repaid in full subject to the satisfactory adherence to the conditions of hire and period of hire agreed.

GENERAL REGULATIONS

The following regulations must apply and should be brought to the attention of the hall users by the person/s in charge of venue hire.

- Illegal substances may not be brought into the halls under any circumstances. Smoking is not permitted in any area of Epainos Ministriess.
- Table wine and Champagne for a toast is permitted for catering events)
- A Temporary Event Notice, risk assessment and security personnel is required for the following bookings:
 - 1. Any public event
 2. Ticketed events
 3. Events where alcohol is being sold (Permitted in The HAC venue only)
 4. Live music events
 5. Events that finish later than 11pm
- The Organiser shall ensure that all group members use the premise's with respect and vacate in a timely and orderly manner.
- The Organiser should be aware of the possibility of meetings in the next hall and ensure that other hall users are not disturbed by noise.
- No musical instruments or such like should be brought to the halls, unless agreed first with the Venue Hire Team.
- Epainos Ministries will not be responsible for the acceptance or pick up of any deliveries of parcels, recorded letters, boxes or any large equipment.

CONDITIONS OF HIRE

- If the application for a hiring is made by an individual on behalf of an organization it is a requirement that the identity of that organization is disclosed at the time the application is made.
- The Hirer is responsible for first aid for the event. Epainos Ministries accepts no responsibility in this respect.
- The Hirer will accept full responsibility for, or arising from any loss or damage to staff, guests or visitors including injuries caused in connection with any meeting or event conducted by the Hirer or on his or her behalf. The Hirer will be responsible for taking out own Insurance to cover such liabilities and Epainos Ministries will have no liability in this regard.
- The Hirer shall repay to Epainos Ministries the cost of reinstating or replacing any part of equipment, the furniture, piano or its cover, floors, wooden panelled walls plaster or paint work in the halls, which may be damaged destroyed or stolen or removed during the period of hire. The cost of repair or replacement will be advised by Epainos Ministries.
- The Hirer will be charged for any damage caused in the Epainos Ministries Grounds area during any event. The Hirer is responsible for children and for complying with Child Protection Policy following Government guidelines making sure that health and safety rules are always applied during the event.
- Epainos Ministries does not accept liability for any injury received while on the premises or loss or damage to clothing, equipment or other property belonging to persons using the premises. The Hirer will be responsible for taking out their own Insurance to cover such liabilities.
- Under no circumstances must the number of people attending any meeting or function exceed the maximum 200 people in the Lichfield Road Hall or 300 people in the HAC church space as specified by Epainos Ministries.
- The Hirer of an event will be shown the nearest fire escape routes and the assembly points. It is the responsibility of the Hirer to inform their group.
- No banners, posters or any items may be affixed to any walls of the building without the Venue Hire Team's permission.
- No screws, nails, pins or blue-tack or like objects shall be affixed or driven into any walls or furniture in the halls
- Chairs, tables or any equipment belonging in a hall must not be moved into the corridors causing obstruction.
- No exit may be blocked or fire appliances removed or tampered with.
- The Hirer has no access to Epainos Ministries Kitchen unless it has been previously agreed by the Venue Hire Team.
- Anyone under the age of 18 is not allowed in the Epainos Ministries kitchens.
- Hirers using Epainos Ministries kitchen will have to provide the Venue Hire Team with a copy of their Insurance Liability Certificate, as well as a Basic Hygiene Certificate.



EVENT BOOKING FORM

Title of the Event	
Date of the event	
Organisers name	
Organisation name	
Charity number – if applicable	
Address for invoice	
Account Details for Return of Security Deposit:	
Main contact details, email address and telephone number	
Venue booked: Lichfield Hall or The HAC	
Period of hire:	
Setup Details (Day & Time)	
Actual time of event	
Set Down Details (Day & Time)	
Number of people	
Disability access required?	
Number of chairs required	
Number of tables required (Round & Rectangular)	
Where did you hear about us?	

If you require hire of specific **technical equipment** please complete the following section.

Water Urn	
Use of kitchen	
PA System (Subject to availability of Sound Engineer and at an additional cost, prices on request)	
Catering Equipment (Plates, cutlery, glassware at an additional cost, prices on request)	
Any additional information or set-up requirements we may need to be aware of?	

Epainos Ministries reserves the right to cancel forthwith any function or relocate the function to another suitable location, if and when Epainos Ministries is holding an event, or there is any unexpected building work or other reasons beyond Epainos Ministries control. Whenever possible, maximum notice will be given. Epainos Ministries also reserves the right to reject an application or cancel a booking should the purpose of the booking not be in keeping with Epainos Ministries values and / or ethos.

I / we the undersigned acknowledge that I / we have read the Terms and Conditions and agree to them.

Name -----Signature-----Date -----

Name -----Signature-----Date -----

Once completed please return a signed and dated copy of the terms and conditions and the event booking form to:

Venue Hire
 Epainos Ministries
 (New Testament Church of God)
 Lichfield Road
 Bow, London
 E3 5AT

Email: info@thehac.org.uk
 Telephone: 020 8983 4416

Please note that only when both forms and payment are received is the booking confirmed. Your booking will be invoiced once your booking form is received.