

# Oakley Methodist Church Letting Agreement

This letting agreement is between **Oakley Methodist Church** [the managing trustees]

AND

-----[the Licensees]

## WHERE IT IS AGREED as follows

- 1 In consideration of the payment and subject to the terms and conditions mentioned the managing trustees agree to the Licensees to have the use of Oakley Methodist Church [the premises] between the times of \_\_\_\_\_ and \_\_\_\_\_ on the following days -----  
-----from the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ until this Agreement is terminated on \_\_\_\_\_1\_\_\_\_\_ months notice.
  
- 2 The premises shall be used by the Licensees for the purposes of  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3 The Licensees will pay to the managing trustees the sum of \_\_\_\_\_ POUNDS per session / week / month / annum payable in advance monthly or quarterly
  
- 4 This Letting Agreement shall last for a period of \_\_\_\_12 months\_\_\_\_ from the signing and thereafter it may be terminated at any time on \_\_\_\_1\_\_\_\_/ months' notice by either party
  
- 5 The Licensees shall have full use of the furniture and equipment the Licensees repairing and replacing any such furniture and equipment damaged during any period of the Licensees' use of the premises
  
- 6 The Licensees and their invitees shall have full use with the managing trustees and their various

invitees of the kitchen toilet and cloakroom facilities in the premises

7 The managing trustees hereby undertake to pay all water rates / charges assessed and all charges for gas and electricity supplied to the premises and to be responsible for heating and lighting the premises

8 The Licensees agree

8.1 To use and occupy the premises for the purposes herein authorised during the times above mentioned so that nothing shall be done to injure the reputation of the premises or offend against any statute or any of the regulations of any Local or Public Authority in any way

8.2 Not to damage the premises or the fixtures and furniture therein and to indemnify the managing trustees against the cost of all repairs made necessary by the activities of the Licensees or their invitees

8.3 To leave the premises in a clean and tidy condition after each session of use

8.4 Not to allow smoking, betting or gambling in any form nor use the premises for the supply sale or consumption of alcoholic beverages nor for any other purposes contrary to the Standing Orders of the Methodist Conference

8.5 Not to do any act or bring in or upon the premises which shall invalidate the insurance policy effected by the managing trustees on the Building of which the premises form part

9 The Licensees hereby confirm that they are familiar with the Home Office code of practice "Safe From Harm" have an understanding of it and undertake to follow the said code of practice and the safeguarding policy of the Methodist Church in relation to work with children and young people under the age of sixteen years

This Letting Agreement includes the conditions in the supplement attached entitled 'Oakley Methodist Church Conditions of Hire'

**Signed for the managing trustees Oakley Methodist Church**  
**The chairman of the Oakley Methodist Church Property Committee**

**NAME----- SIGNED----- DATE-----**

**Signed for the Licensees -----**

**NAME----- SIGNED----- DATE-----**

**Sept 16 Version 7**

## **Oakley Methodist Church** **Conditions of Hire**

### **Insurance**

Church sponsored activities are covered by the Church's own insurance but all other organisations should ensure that they are adequately covered by their own policies.

### **Fire Safety**

It is vital that exits and escapes are kept clear at all times and that the external doors are unlocked when the building is occupied. You must be aware of the procedure for raising the alarm in the event of fire and where all the fire exits are located. You are responsible for all the people in your group being aware of the fire procedures. Oakley Methodist Church is responsible for maintaining the fire extinguishers and fire safety equipment (smoke alarms). You are responsible for any equipment brought into the church and ensuring there is no fire risk to the church building and its contents.

The fire safety equipment must not be tampered with; any malfunction must be reported to the letting officer.

There is a no smoking policy in the building.

### **Audio Equipment**

*Use of the Church audio equipment, if available, is permitted once a nominated member(s) of the Licensees is trained in its usage. The equipment is preset for use in Church services and must not be adjusted; any malfunction must be reported to the letting officer.*

### **Parking**

If cars are parked outside the church they must not obstruct the bus stop or access by the Church's neighbours to their property.

Please be considerate at all times. Additional parking is available in the lay-by opposite Honeysuckle Interiors and in the School lay-by.

### **Care of the Building**

Please leave the premises clean and tidy. Cleaning equipment can be found adjacent to the toilet. There is a small dustbin in the kitchen and larger dustbins outside the church.

### **Kitchen**

No additional charge is made for using the kitchen to make tea or coffee. Please leave all work tops clean and tidy. Please return all crockery, trays and utensils to their appropriate places in the cupboards and drawers.

### **Light and Heat**

Please do not switch on lighting and overhead heating unnecessarily. The storage heating is preset so please do not adjust the settings on the top of the heaters. When you leave the church please ensure all lights, in the storeroom, toilet and porch are turned off, as well as turning off all additional heaters and the immersion heater.

### **Ladders**

Ladders in the storeroom should not be used at any time.

### **Damages**

All damages must be reported to the lettings officer.

### **Keys**

Keys are to be collected and returned to the lettings officer.

LETTINGS OFFICER  
MR & MRS R CHATTERTON  
14 BRAEMAR DRIVE, OAKLEY  
01256 780504

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