

**Terms & Conditions** - Please read these in conjunction with the Building Use Procedures.

- The charge for the event will be agreed between the user and the GateWay Management Team. The user will be invoiced following the event.
- Notice to cancel, postpone or amend the confirmed booking, should be made at least 10 working days prior to the event. A 20% charge will be made by the GateWay Management Team as a contribution towards administration costs and loss of business. Any cancellation made after this time will be charged at the full rate of the original booking.
- Yeovil Community Church (YCC) reserves the right to cancel an application if it is later established that it poses a conflict with YCC values.
- Should the user make significant changes to the programme, the expected number of guests, or services/ facilities, this may result in amendments in the applicable rates and/or facilities offered by the GateWay.
- Users must follow YCC's Inclusion, Equality and Diversity Policy statement included in Building Use Procedures.
- If running an event, confirmation of Public Liability Insurance, Contents Insurance, Licensing arrangements and safeguarding Policies (for bookings involving children or vulnerable adults) should be assured by user prior to event.
- Health and Safety Requirements in the Building Use Procedures are to be followed by the user.
- No smoking or vaping is permitted in the building.
- Damage, Loss or Theft of Property – YCC accept no responsibility for users' property and effects, hence users advised to have their own insurance cover.
- Adequate staffing must be provided by the user at the event to ensure public safety. If you are planning a large event and a member of YCC staff is required to be there, this needs to be discussed during the booking and an additional cost may be incurred.
- Intoxicating Liquor cannot be bought, sold or brought onto the premises without prior permission of GateWay Management Team. This also applies to seeking any Occasional Licence or Permission for the sale of alcohol.
- No betting, gaming and lotteries in contravention of the law to take place in the building.
- Storage arrangements and removal of equipment must be agreed at time of booking.
- All notices and placards advertising the event must bear the name and contact points of the user and, if applicable, the organisation which the user represents, YCC.
- Broadcasting and filming should not take place without prior approval of YCC.
- Live music or entertainment must finish by 11 pm. Clear-up must be completed before 12am. If you require longer, please discuss this when making the booking.
- Users will be liable for property repairs and extra cleaning resulting from the booked event.
- For evening and weekend bookings (outside the hours of 9-4pm), group leaders and event organisers are responsible for evacuating and accounting for all delegates if a fire alarm sounds. They are also responsible for dialling 999 to alert emergency services.
- It is the responsibility of the group leader to make any arrangements they consider necessary for first aid. A first aid kit is located in the reception area.
- It is the responsibility of the group leader to ensure that activities are conducted in a safe manner with adequate supervision.
- Please bring your own sharp knives as required, ensuring they are stored safely and accounted for at all times.
- Group Leaders should not leave external doors unsecured, enabling people not entitled to enter the building. Either a group member to let their group attendees in the building or display a group contact number on the door so attendees can be admitted.
- Please leave rooms as you found them. You will be shown where basic cleaning materials (inc. a hoover) are.

- Please ensure that all recycling is placed into the white bags and into the orange recycling bins and general waste is put in black bags and into the black bins, both are located to the rear and side of the building.