



Broom Parish Church of Scotland Terms and Conditions

DEFINITIONS

'BPCoS' means Broom Parish Church of Scotland

'Client' means the person, firm, company or other organisation with whom BPCoS agrees to facilitate venue provision and associated services.

'Venue' means a room or combination of halls designated by BPCoS.

'Event' means the function or use for which a venue is hired.

AGREEMENT

BPCoS will recognise formal confirmation of a booking on receipt of an official booking form, signed and completed by the Client, acknowledging they have read the following conditions and agree to be bound by them.

1. Use of Halls

- **In the rare event of the Minister requiring the urgent use of a hall at short notice, for the purpose of ministerial duties (worship and church functions), it may be necessary for the client to forego the use the hall on occasion.**

Every effort will be made to give timeous notice but it may not always be possible to give adequate time for the rearrangement of the client's booking should one of the other halls not be a suitable substitute.

BPCoS will not be liable for any financial loss due to this clause.

NOTE. The church buildings are first and foremost for the use of the Minister and the congregation.

2. BOOKING STATUS

- All bookings are made with BPCoS and are granted strictly for the purposes agreed.
- Provisional bookings are welcomed and will be held for 14 days, or longer by agreement with Church Office staff.

3. DEPOSITS & CREDIT

- BPCoS reserves the right to seek a 25% non-refundable deposit with confirmed bookings.

4. CANCELLATION OF CONFIRMED BOOKINGS

- Cancellation of confirmed bookings prior to events result in financial loss to BPCoS and therefore the following charges will be made:

More than 28 days	=	25% of room hire
14-28 days prior to event	=	50% of room hire
7-13 days prior to event	=	75% of room hire
Less than 7 days prior to event	=	100% of room hire

5. PAYMENT

- All accounts are payable within 14 days of the date of invoice. Should a reminder be issued after this time, it may include a 10% non-payment surcharge.
- Prices are subject to change on an annual basis, and all quotations given are based on current levels.

6. TIMING OF BOOKINGS

- Venues will be made available to the Client for the period agreed at the time of bookings. Clients and their guests must vacate the venue by the end of the agreed period.
- If requested, BPCoS will try to accommodate the Client with an extension to the agreed period, but this may not always be possible. Where this is possible, then additional reasonable charges will be made.

7. DAMAGE

- The Client shall take all reasonable precautions not to damage the premises or property.
- The Client shall ensure that nothing is affixed to the floors, walls or ceilings unless by prior agreement.
- The Client shall be informed as soon as possible after the conclusion of the event of any loss or damage to the premises or property.
- The Client shall be debited for the total cost of repair or replacement of such items that may have been damaged, broken, lost or stolen, even should the responsibility for this be attributed to a guest of the Client or someone the Client may have subcontracted.

P.T.O

Broom Parish Church of Scotland, Mearns Road, Newton Mearns, Glasgow, G77 5HN
A registered Scottish Charity, No. SC003290.

Church office: 0141 639 3528 E-mail: office@broomchurch.org.uk Web: www.broomchurch.org.uk



Broom Parish Church of Scotland Terms and Condition cont'd.....

8. CLEANING

- All materials and equipment brought into the BPCoS by the Client should be removed at the end of the event unless agreed by previous arrangement with BPCoS. BPCoS reserves the right to charge a fee for the provision of storage facilities.
- Accommodation must be left in a clean and tidy condition with all furniture and equipment replaced as at the commencement of the event.
- Kitchens, crockery and work surfaces should be cleaned by the client after every use with all spillages cleared up. Health & Safety notifications are situated across all locations and must be adhered to. BPCoS reserves the right to terminate this agreement if the client fails to comply.

9. FIRE PROCEDURE

- On arrival at Broom for your event, a member of BPCoS's staff will advise the Client of the areas to be used for the event, associated fire exits and assembly points. The Client will acquaint guests, staff and any subcontractors with the same at the commencement of the event and in particular with those entrances and exits to be used in the case of a fire or other emergency.

10. CONTRACT FULFILMENT

- If BPCoS is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control, including government interventions, strikes, labour disputes, accidents, Acts of God, war between nations, civil war, riots, fire or theft then BPCoS's liability to the client shall be no greater than the amount paid by the Client in respect to the event.

11. LOST PROPERTY

- BPCoS accepts no liability for any lost property within the church grounds. Any cloakroom provision provided is unmanned.

12. INSURANCE

- BPCoS is not responsible for any claim or compensation arising from the death, bodily injury or disease to any individual nor theft of or damage to the property of others unless due to the negligence of BPCoS or its employees. The Client is responsible for effecting appropriate insurance cover through their association or for making their own arrangements.

13. CHILDREN AND YOUNG PEOPLE

- The Client confirms that they are familiar with the contents of the Church of Scotland Child Protection Handbook and have an understanding of it and undertake to follow the provisions contained therein in work with children and young people under the age of 18 years. The Client further confirms that they have adopted a recruitment procedure for working with children and young people which, where appropriate, includes the carrying out of Enhanced Disclosure (Scottish Criminal Record checks). It is agreed that if the Client is found to be in breach of this provision, BPCoS shall have the right to terminate this agreement with immediate effect.

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