



Yahweh Christian Fellowship  
BUILDING FAMILIES - RAISING LEADERS

# YAHWEH CHRISTIAN FELLOWSHIP

## RENTAL OF THE YCF BUILDING

CONDITIONS AND REGULATIONS FOR HIRING PREMISES  
NON MEMBER - FORM

### Applications for hire

1. Enquiries for premises shall be made direct to the Booking Manager and applicants are advised to see the Booking Manager at the premise in order to ascertain the suitability of the premises for the purpose of hire.
2. All applications for hiring must be made on the form supplied. No use of the premises by the hirer shall commence until a permit authorising the use has been issued. Permission to use the premises is personal to the hirer who may not therefore assign it or sub-let the use of the premises.
3. The hiring charges shall be paid in full two weeks in advance.
4. YCF reserves the right of entry to the premises hired at all times or such officers as they deem necessary for the proper supervision of the premises.

### Number of people allowed

5. The Booking Manager reserves the right to limit the number of people admitted to the premises depending upon the type and size of the room(s)/premises hired.
6. In the interests of safety, the maximum number using the main hall is limited to **150** persons. All hirers must make themselves familiar with the location of fire exits and fire appliances and must ensure that all fire exits are kept clear at all times.
7. In the case of Youth and Junior organisations, a responsible adult must be in charge for the period of hire, and present on the site during the hire period.

### Fixtures, fittings and services

8. The charges for the room(s)/premises include the provision of normal lighting and the arrangements of such seats as may already be in the rooms.
9. If the use of the PA or instruments are required, this fact must be stated on the application form. No musical instrument(s) is to be moved from its position.
10. Nails, tacks, screws, cello tape etc. shall not be used on any of the walls, floors, ceilings or fittings and no preparation shall be used for polishing the floors. No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior consultation with the Booking Manager.



11. No desks or fixed furniture in any room shall be disturbed or moved nor shall any furniture or apparatus be introduced without permission of the Booking Manager.

12. No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without consent.

13. Notices must not be exhibited on any part of the premises without consent.

## **Timings of hire**

14. All hires are subject to the hirer or his/her authorised representatives occupying and vacating the premises at the stated times. In the event of the hirer not arriving within half an hour of the commencing time, the premises will be secured and the letting considered cancelled. In this event, no money will be refunded.

15. The premises must be vacated in a quiet manner as it is located in a residential area.

## **Damage by hirer**

16. All areas used, including toilets and corridors, MUST be left as clean and tidy as they are found.

17. The hirer shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are expressly hired. They shall reimburse the Booking Manager the cost of making good any damage to the Booking Manager property arising from the hiring however caused.

18. In addition to the specified scale of charges for using the MAIN HALL, the Booking Manager requires a deposit of £100 to be paid in advance, to secure the reparation of any damage which may be occasioned, or any additional cleaning required should the premises be left in an unclean state. This deposit shall be returned to the hirer following the letting less any amount the Booking Manager may deduct for repairing damage caused/additional cleaning required.

## **Use of premises / insurance**

19. All safety precautions must be observed at all times.

20. It must be noted that noise should be kept to a minimum level and no amplified music is permitted after 8.00 p.m.

21. Smoking is NOT allowed inside the building.

22. No intoxicants may be brought on to the premises without the authority of the Letting Officer.

23. YCF accepts no responsibility for any damage, loss or theft of cars or items of property whilst on the premises.

24. Car parking is not provided.



## Health & Safety – Children

25. The person or persons hiring the premises for the purpose of any entertainment for children or any entertainment to which children will be admitted, shall accept full responsibility for the arrangements made, under the provisions of Section 12 or the Children and Young Persons Act 1933 or any statutory re-enactment thereof. Section 12 states:

“Where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other responsible precautions for the safety of the children.”

## Uses allowed / not allowed

26. If the hirer intends to use the premises for fetes or similar activities the hirer shall take out a policy of insurance in the joint names of himself and YCF indemnifying him and them against any claims and proceedings by any person in respect of any damage or injury (including injury resulting in death) arising directly or indirectly from the hirer's use of the premises. The limit of indemnity in such policy shall not be less than £500,000.

27. The use of the premises for election meetings under the Representation of the People Act will only be granted when the necessary insurance cover (£500,000) has been obtained.

28. No gambling will be permitted.

29. Use of the premises will not be granted for the following activities and any hiring is subject to the condition that the premises will not be used for such activities.

a) For political purposes or the teaching of any party politics.

b) Showing of films for public exhibition.

30. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public.

31. The premises are not registered for the purposes of competitive bidding under part VI of the Greater London Council (General Purposes) Act 1984. Accordingly, the hirer shall not use, or permit the use of, the premises for the sale of goods by way of competitive bidding within the meaning of that Act, unless: -

a) The Goods sold or intended to be sold are not prescribed articles within the meaning of that Act, that is to say, plate, plated articles, linen, china, glass, book, prints, furniture, jewellery, articles or household or personal use or ornament, or any musical or scientific instruments or apparatus: or



b) The sale is for the purpose of assisting the funds of any voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds of the sale are devoted to the funds of the organisation.

## Licenses

32. Hirers shall submit such returns as may be required by the Performing Rights Society Limited in respect of music performed by any means. Appropriate forms may be obtained from the Society.

33. When audio records are to be played the hirers must give at least 14 days prior to the hiring take place, apply to the Phonographic Performance Limited for a license.

## Cancellations

34. YCF may cancel the hiring in respects of any period of hire in the event of the premises being required for maintenance purposes.

35. YCF reserves the right to refuse without explanation any application; and to cancel any hiring at any time without written notice for the sake of health and safety or any unforeseen circumstances that would make hiring unsuitable. On the termination of the hiring under this Condition the Booking Manager shall return to the hirer all or part of any money paid but shall not be under any liability for any loss or damage arising out of such a termination incurred by the hirer.

## YCF's Liability

36. YCF does not undertake any responsibility for the loss of or damage to any goods belonging to the hirer and/or members of the organisations, associations, or clubs or to any other persons present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause. Neither will the Booking Manager accept any responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises nor any interruption of the hiring or of any repairs or renewals consequent on any such breakdown, leakage, fire or accident.

37. Failure to comply with these regulations in any part may render the hirers ineligible for further hiring.

### Payment terms

Bank transfer to **Y.C.F (Yahweh Christian Fellowship)**  
**A/C 00080482**  
**S/C 301295**  
Ref: **YCFHIRE (plus date of event)**

Alternatively, you can scan the **QR code** to go straight to our PayPal account.



**For regular users**, payment must be paid a month in advance of usage at the beginning of each month. For one off events payment needs to be made **14 days before an event**.



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# RENTAL OF THE YCF BUILDING

*Summary and rates*

Please find below details of rental rates for Fairlight Christian Centre  
52 Fairlight Road, Tooting, SW17 OJD

**Bookings:** 020 86824527 | **E-mail:** admin@ycfinternational.co.uk

## Summary and Rates – Non Members

Description	Approx Seating Capacity	Rate per hour	TICK
<b>Hall, Ground Floor</b>	160 persons	£50.00 per hour	
<b>Hall, Ground Floor with lobby area for refreshments/display</b>		£55.00 per hour	
<b>Meeting room 1</b> <i>1st Floor Counselling</i>	6 persons	£20.00 per hour	
<b>Meeting room 2</b> <i>1st Floor Training room</i>	20 persons	£30.00 per hour	
<b>Meeting room 3</b> <i>1st Floor Crèche/Sunday school</i>	40 persons	£35.00 per hour	
<b>Kitchen</b> <i>Ground Floor</i>		£25.00 per hour	
<b>PA &amp; Media System</b>		£40.00 <i>hire charge for duration of booking</i>	
<b>Worship Team &amp; Staff</b> <i>*Events</i>		£200	
<b>Garden</b>		£30.00 flat rate	

***If you require a caretaker to open up /close or stay for the duration of time it is £8 per hour***

### Payment terms

Payment can be made online to Y.C.F (Yahweh Christian fellowship ) and for regular users, payment must be paid a month in advance of usage at the beginning of each month. For one off events payment needs to be made 14 days before an event. If you would like to book any of the above rooms / area on a regular basis, a rental agreement will need to be signed, however for one off events it will be necessary to simply fill out a booking form.

**Please contact the YCF Office manager on 020 86824527 or e-mail admin@ycfinternational.co.uk**

Yahweh Christian Fellowship is a registered Charity (1057995) and is members of the U.K Evangelical Alliance, and Churches in Communities.

Updated 18th November 2022



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## YAHWEH CHRISTIAN FELLOWSHIP

# RENTAL OF THE YCF BUILDING

APPLICATION FOR HIRE OF PREMISES

<b>NAME OF HIRER / ORGANISATION</b>		
<b>PURPOSE FOR WHICH REQUIRED</b>		
<b>ANTICIPATED ATTENDANCE</b>		
<b>Area /Room / Personnel Required</b>	<b>Day / Months</b>	<b>Date Exact time required</b>
		From  To
<b>INFORMATION REQUIRED</b>		
Will a charge be made for admission?		Yes      No
Is your organisation registered with a London Borough Council or Charity?	Yes      No	If yes which borough Charity number
<i>I agree to accept full responsibility for the arrangement of the above-named function and have read and undertake to observe the attached conditions and regulation.</i>		
I confirm payment has been made to above mentioned account for the sum of £		

<b>Name</b>	<b>Position held in organisation</b>
<b>Address:</b>	<b>Post code:</b>
<b>Contact number:</b>	<b>Email:</b>

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_



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