USE OF CHRIST CHURCH LILLE

**Preamble**

Christ Church Lille welcomes use of the church and hall but reserves the right to limit use to activities in keeping with our ethical and spiritual values. A request may therefore be refused if it is considered to be unsuitable for our premises.

**Charges**

Organisers are responsible for:

* Any fees due for use of music or film or other protected material of any kind.
* A suitable donation to Christ Church Lille corresponding to use of the premises. Christ Church Lille will confirm the amount on receipt of the booking form.

**If Christ Church Lille is requested to organise an event, there will be a management fee. Please discuss this before finalising your booking.**

**Available spaces**

* Church (maximum 180 people in pews)
	+ Please contact bookings@christchurchlille.fr for full details of equipment available.
* Church hall (maximum 98 people)
	+ Please contact bookings@christchurchlille.fr for full details.
* Kitchen
	+ May be available for preparation of drinks etc, please enquire.

**Availability**

The spaces are only available when not required by the church, which will take priority.

**Time restrictions**

Local bylaws are in force for noise issues. In general, there must be no noise in residential areas after 10 pm.

Any use of the church and/or hall must be finished by 11 pm and patrons and organisers must leave quietly.

**Parking**

Parking restrictions are in force in the streets around the church. These apply from 9 am to 7pm Monday to Saturday.

**Lavatory facilities**

Two lavatories are available adjacent to the church, access via the door to the hall..

**Disabled access**

Access to the church, the hall, the kitchen and the lavatories is via steps and therefore not suitable for disabled access.

Under current legislation, a plan is being prepared but will not be ready before 2022.

**Terms and Conditions**

See attached document.

CHRIST CHURCH LILLE

14 rue Lydéric, 59800 LILLE

03 28 52 66 36

churchoffice@christchurchlille.fr

TERMS AND CONDITIONS FOR USE OF CHURCH PREMISES

**General**

1. The ‘Organiser’ is the person who signs the Booking Application.
2. ‘Church premises’ or ‘the premises’ includes all areas of the building and grounds
3. The Organiser must be over 18 years of age and he/she or accredited representative must be on the premises throughout the period of use.
4. This agreement may not be transferred or assigned to any other party or person.
5. The Organiser, during the period of use, is responsible for the care of the premises and the good conduct of attendees, including the provision of adequate stewarding.
6. Smoking is forbidden in any part of the premises including the paved area around the church.
7. The neighbouring buildings must be taken into account and the sound levels remain reasonable. In accordance with the Penal Code, the Environmental regulations, the user must respect the tranquillity of the neighbours, or he/she will be committing a breach of the peace.

**Hygiene, cleaning & security**

1. For safety reasons, cooking is not permitted in any part of the premises, including the kitchen, but it is possible to use the oven and/or micro-wave to re-heat pre-cooked food.
2. When the organiser receives the keys, the premises and the equipment will be checked jointly by both parties. If the user encounters a problem, he must immediately inform one of the church officials of the difficulty.
3. The premises, equipment and furniture must be put back in place, if necessary, after cleaning, and before the key is returned. All rubbish must be sorted and put in the selective bins provided for this purpose.
4. Cleaning includes :
	1. Sweeping and washing the floors of the hall, kitchen and toilets.
	2. Cleaning and putting away the furniture.
	3. Switching off the water-heater and the oven, unplugging all the electrical machines in the kitchen (excluding the fridge and the freezer), turning off the taps and the lights (it is forbidden to touch the pre-programmed heating system).
	4. Putting the rubbish in the bins provided.

**Safety**

1. Users must take note of fire regulations, location of exits and escape routes and location of fire extinguishers.
2. The vestry gate must be unlocked during occupation of the hall (for emergency exit use).
3. The Organiser must ensure stewards are available to supervise evacuation if required.
4. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted.
5. If the event involves children or vulnerable adults, the Organiser must provide written confirmation that a Safeguarding Policy is in place.

**Insurance**

1. Each organiser must ensure and show that he/she is in possession of a public liability insurance policy to cover him in cases of accidents to persons or property which could occur, to him or to a third party, during use of the premises.
2. Christ Church Lille declines all responsibility for accidents directly linked to the activities of users and which occur during use of the premises, as well as for loss or damage to property belonging to the users.
3. Christ Church Lille cannot be held responsible for thefts committed on the premises or in the grounds of the church.
4. Christ Church Lille is no way responsible for any difficulties or accidents occurring during the occupation of the premises by an outside user.

**Equipment and installations**

1. Magnetic whiteboards can be made available, or users can make use of the picture hanging rail system. Under no circumstances may anything be affixed directly to the wall, by any means whatsoever.
2. The Organiser is responsible for the security of the premises, for the equipment belonging to Christ Church Lille, and for any equipment which is used on the premises.
3. The cost of replacing damaged equipment loaned by Christ Church Lille will be billed to the Organiser.
4. Equipment brought in by the Organiser must be removed immediately at the end of the event, unless by prior arrangement.

**Legal**

1. Wi-fi is available and the password for the Guest account will be provided on request. The organiser must read and accept the wi-fi usage policy on our website <https://christchurchlille.fr/wp-content/uploads/2018/07/Wifi-guest-usage-policy.pdf>
2. The church is not licensed for the sale of alcohol.
3. The Organiser is responsible for fees due to SACEM or any other organisation relating to performance rights, film rights, or any other fees due in relation with the activity.
4. The Organiser must not permit any illegal activity on the premises during the period of use.
5. Christ Church Lille reserves the right to accept or reject any application for use of the premises.
6. In the event that Terms and Conditions are breached, the agreement will be terminated as will the event if it has already started, without liability for any loss incurred by the Organiser.

Christ Church Lille

July 2018