

Terms and Conditions

1. The term “the Church” means the Parish Church of St Mark’s Regent’s Park, St Mark’s Square, NW1 7TN
2. The term “the Premises” means the Premises which are comprised in this Temporary Licence Agreement or which the Licensee is permitted to use under it (including those which it is permitted to use for access or any other purposes)
3. The term “the Licensee” means the organisation named as the Licensee on page 1 of this Temporary Licence Agreement
4. The term “the Licence Period” means the licence date(s) and times specified on page 1 of this Temporary Licence Agreement.
5. The Licensee is responsible for making all necessary checks and inspections to satisfy itself that the Premises are fit and suitable for the purpose(s)/event(s) for which the temporary licence is made.
6. The Premises must not be used for any purpose/event other than that/those for which the Licence is made as specified on page 1 of this Temporary Licence Agreement.
7. The Premises must not be used in connection with any activity which is unlawful or contrary to the faith and values of the Church.
8. The persons using the Premises with the Licensor’s permission must not exceed the number stated on page 1 of this Temporary Licence Agreement. Except so far as specified on page 1 of this Temporary Licence Agreement the persons using the Premises with the Licensor’s permission must be connected with the Licensee and the Licensee may not admit other members of the public to the premises.
9. If the persons using the premises with the Licensor’s permission will or may include persons under the age of 18, the Licensee must notify the Church of this not less than 72 hours before the commencement of the Licence Period, and must comply with the Church’s child protection policy, a copy of which has been supplied to the person signing this Agreement on behalf of the Licensee, or a child protection policy of the Licensee’s own approved in writing on behalf of the Church before the commencement of the Temporary Licence Period. This provision does not apply to members of the public not connected with the Licensee admitted in accordance with page 1 of this Temporary Licence Agreement.
10. All setting up beforehand and clearing up afterwards must be carried out within the Temporary Licence Period and the premises must be vacated promptly at or before the end of the Temporary Licence Period. No access to the Church is permitted at other times, and no items may be delivered to the Church before the Temporary Licence Period or left in the Church after the Temporary Licence Period, without prior written agreement on behalf of the Church.
11. The Licensee may use the piano during the Temporary Licence Period, but may not move it without prior written agreement on behalf of the Church. The Licensee may not use the pipe organs without prior written agreement on behalf of the Church
12. The Licensee is responsible for setting out furniture or other items. Subject always to 7 above, furniture or other items in the Church may be moved only if and in so far as is necessary in order to

use the premises for the purpose(s) /event(s) for which the Licensee is hiring them, and the Licensee must ensure that they are replaced in their original position before the end of the Temporary Licence Period. They must be moved with care to avoid damage of any kind

13. The Licensee may not use sellotape or any other adhesive on any part of the premises or any furniture or other items on the Premises without prior agreement on behalf of the Church.
14. The Licensee may not make any alteration or addition to any lighting, wiring or other fittings or equipment on the Premises.
- 15. All rubbish brought onto the Premises by the Licensee or by persons on the Premises with its permission must be collected up at or before the end of the Temporary Licence Period and placed in plastic sacs on the pavement outside the vestry gate**
16. The persons connected with the Licensee and on the premises with the permission of the Licensee during the Temporary Licence Period may use the microwave, kettle and dishwasher in the kitchen, and the crockery and cutlery in the kitchen, but must ensure that crockery and cutlery are washed and put away after use, must leave the kitchen and the items in it in a clean and tidy condition the end of the Licence Period, and must strictly observe the notices as to which electric sockets may be used. Such persons must supply their own tea, coffee, milk, sugar etc and any other foodstuffs, and may not make use of those in the kitchen
17. The Licensee must maintain clear access to all emergency exits at all times. (Please see the attached information sheet for full details of emergency exits.) The Licensee must ensure that those on the Premises with its permission are fully briefed on emergency procedures and exits and the location of the toilet.
18. The Licensee must provide sufficient Stewards or similar people to assist those on the Premises with the Licensee's permission, particularly in case of emergency, and must ensure that they are identifiable by name badge or otherwise and fully briefed regarding emergency exits and evacuation procedure. At least one of the Stewards or similar persons must be appointed as First Aid Co-ordinator in order to deal with any cases where first aid is needed and must be suitably qualified for that purpose.
19. The Licensee must notify the church in advance if the wheelchair access facilities will be needed.
20. Bicycles may not be parked on church property without prior agreement on behalf of the church. The Church is not able to supply any other parking facilities of any kind.
21. Smoking, the sale or supply of alcohol, lighting candles, and the presence of animals, birds or other pets of any kind (other than guide dogs accompanying those whom they are guiding) are not permitted on any part of the Premises.
22. The Church does not accept any responsibility for any loss or damage to property of the Licensee or any person on the premises with the Licensee's permission. The Licensee must ensure that all such persons are aware of this and that they are strongly advised to keep valuable items with them at all times,