

**Full Address:** The Coton Centre, Comberford Road, Tamworth, Staffordshire. B79 9AA  
**Bookings Contact:** Lindsey Thompson (Head of bookings)  
**Contact email:** [info@cotongreenchurch.co.uk](mailto:info@cotongreenchurch.co.uk)  
**Telephone No:** 01827 60789

## **TERMS AND CONDITIONS OF HIRE**

The Coton Centre is available for hire from the Coton Green Evangelical Free Church Trust. As part of the vision of the Trust, the Coton Centre is released for community use. To avoid misunderstanding, and to promote good service, the following terms and conditions shall apply.

### **Agreement**

The hirer agrees to our terms and conditions once the booking form has been completed, returned it to us, and confirmation of the booking has been received. If you have not received a confirmation email, your booking will not be in our diary.

### **Bookings**

All bookings are made, subject to availability, and upon confirmation by the Coton Centre. At the time of booking, applicants wanting to hire the Coton Centre, must state fully the precise purpose of use for hiring the premises. Any application for hire may be rejected without giving a reason: this is entirely at the discretion of Coton Green Evangelical Free Church Trust.

### **Deposits and Unpaid Invoices**

Once a booking is agreed, a 20% deposit is required. The schedule of charges is stated on the booking form. If an invoice is not paid by the deadline shown, the Coton Centre hold the right to add an additional £50 administration charge.

### **Cancellation by Hirer**

Where notice of cancellation of an event is received less than 14 days prior to the date that hire commences, the full cost of any catering will remain payable. Where hire is for the venue only, the hirer will be charged 50% of the total hire fee.

Where notice of cancellation of an event is received 14 days or more prior to the hire date, a cancellation fee may still be charged by the Coton Centre where costs have been incurred.

### **Cancellation by Coton Green Church Evangelical Free Church Trust**

Under certain circumstances, it may be necessary to cancel or alter dates of a booking. Where this situation is foreseen, revised dates will be offered as early as possible. Hirers will then be able to revise or cancel the booking. Where the Coton Centre cancels a booking, and hire fees have already been paid, a full refund will be made of the hire fees. The Coton Centre will not be liable for any compensation or consequential loss resulting from the cancellation of the hire of their premises.



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**Cancellation by Coton Green Church Evangelical Free Church Trust.** (Continued)

The Trustees have the right to terminate, or cancel, any event where the hire of the venue is planned, or used, for material or activities which the Coton Centre deems to be beyond or outside the purpose of use stated at the time of hire. This will be without refund of hire fees, or any other compensation or claims for consequential loss, resulting from the cancellation.

Wedding Hire: We strongly recommend that full personal wedding insurance is taken out by the hirer/hirers prior to booking the venue.

Concert Hire: Where unavailability of the venue may result in serious financial loss to the hirer, we recommend personal event insurance is taken out prior to booking the venue.

**Health and Safety**

The hirer must be familiar with fire exits, and the positioning of fire points and appliances. These details must be notified to all attending the event. All must comply with health and safety and other regulations applicable to the Coton Centre.

**General**

Consent must be obtained from the Coton Centre Trustees before fixing any signs and displays to the walls or elsewhere, and before using any specialist equipment. The hirer will be held liable for any damage caused, even if consent is given.

You and your guests are responsible for the safekeeping of your belongings. The Coton Centre is not liable for damage or loss, unless caused by our negligence.

If a booking has been requested outside the Coton Centre's normal working hours (8.00 am to 4.00 pm Monday to Friday), the hirer will be charged overtime coverage for the employee/s required to open/close/cater within the booking.

The terms and conditions for the Coton Centre are subject to change at any point, including hourly rates and specified charges.

**Child Protection**

If the hiring involves the attendance of children and young people at the premises, who are under the age of 18, the hirer confirms that there will be in place an appropriate Child Protection Procedure. The hirer agrees to ensure that all adults present on the premises are aware of this Procedure, and abide by it. The hirer confirms that, when necessary, under the terms of the Disclosure and Barrings' Service, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the hiring.

**Supervision and Responsibility**

The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, and their safety from damage, however slight. The hirer will also be responsible for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car-parking arrangements to avoid danger to members of the public, and obstruction of the public highway.

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### **Insurance and Risk Assessment**

The hirer acknowledges that the loss of any items left unattended is not covered by the Coton Centre insurance cover. We require a copy of your own insurance policy for the event, and also an up-to-date risk assessment.

### **Damage**

The hirer shall indemnify the Coton Centre for the cost of repair of any damage done to any part of the property, including the surroundings, or the contents of the building, which may occur during the period of the hiring because of the hiring. The hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.

It is the responsibility of the hirer to ensure that the electricity supply is appropriate for any equipment used, and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.

### **Public Safety**

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Magistrate's Court or otherwise, particularly about any event which includes public dancing or music, or other similar public entertainment or stage plays, and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

### **Alcohol and Safety**

The Coton Centre is not a licensed premises, and no alcohol can be sold. The entire premises and grounds are a 'No Smoking Zone'. For safety reasons, individuals should not smoke in the car park.