

# Oakwood Church

## Conditions of use

Welcome to Oakwood Church. We are very pleased to be able to offer you our facilities and trust that your event or activity will be successful.

There are certain conditions which are part of our Church policy and we must ask you to comply with it. Your signature on the *Application of Use of Premises* form will indicate your acceptance of this *Conditions of Use* and your willingness to comply with it.

### Conditions of Use:

1. Alcohol may not be brought onto the premises for any purpose whatsoever
2. No form of gambling may take place, except that small raffles can be held at an event subject to the following rules:
  - The sum expended on buying prizes and on organising the raffle shall not exceed £50 (this limit does not include donated prizes)
  - No cash prizes
  - No alcoholic prizes
  - The raffle must not be the sole purpose of the event
  - The raffle must be promoted wholly for a purpose other than private gain
  - No rollovers are allowed
  - Tickets may only be sold on the premises on which the event is taking place, and while the event itself is in progress
  - The result of the lottery must be made public while the event is taking place
3. No party political meetings may be held
4. The premises may not be used for a dance which is open to the public
5. No entertainment or amusement may take place on church premises which is inconsistent with the standards of the church. If you propose to use the premises for drama or any form of entertainment then details of the content are required indicating the nature of the performance. This information must be received at least four weeks in advance as a Public Performance Rights Licence may be necessary. (In the event that a Music and Dancing permit is required from Leeds City Council it may be obtained by those wishing to hire the premises and a copy made available to the Booking Secretary prior to the event.)

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6. No act of worship or teaching to take place on church premises which is incompatible with those of the Christian church
7. Nothing is to be attached to or driven into walls or surfaces. Material may only be displayed on notice boards
8. No church property is to be removed from the premises
9. All rubbish is to be placed in the receptacles outside provided for recycling and landfill waste. All food must be removed from the premises and glass should be taken home and disposed of in an appropriate manner
10. No church property other than tables, chairs and where applicable, kitchen equipment to be used without permission
11. Vacate the church and car park in a quiet and orderly manner with due regard for our neighbours and local residents
12. Leave the premises clean and tidy and in the condition in which you would wish to find them, for which a returnable £30 deposit is required at the time of booking
13. Pay the specified donation for the use of the premises at least 28 days in advance of the event
14. All damage and breakages must be reported and a charge will be made to cover the cost of repair/replacement
15. A First Aid box can be found in the Central Lobby area between the Hall and the Toilets. Please document any accidents in the accident book and identify any materials used
16. Users must locate the fire exits and fire extinguishers within their area of use. In the event of fire, users are responsible for quick evacuation of the premises and informing the emergency services

***PLEASE NOTE: Neither Oakwood Church or its Managing Trustees accept any responsibility, caused in any way whatsoever, for injury to persons or loss or damage to their property whilst in the premises or on the surrounding grounds.***

Thank you for your co-operation.