



ENVIRONMENT AND REGENERATION DEPARTMENT
Chris Lee - Director

Sarah Bale
Elim International Offices
De Walden Road
Malvern
WR14 4DF

Sustainable Communities
London Borough of Merton
Merton Civic Centre
London Road
Morden
SM4 5DX

Please Ask For: James McGinlay
Direct Line: 020 8545 4154

Date: 24 June 2016

Dear Sarah,

Elim Pentecostal Church, 59 High Path, Wimbledon, SW19 2JY

Further to our previous discussions, and the good progress that has been made on negotiations to date, I am writing to outline our commitments and the agreed next steps.

To help move this matter forward, we have agreed to the following:

1. To secure a new church premises for Elim at Merton Hall, 78 Kingston Road, South Wimbledon, SW19 1LA. Our initial cost estimate for the associated works is [REDACTED] million (excluding VAT). This is currently being reviewed to ensure that it includes appropriate allowance for acoustics, construction, removals and all fees. We will seek to confirm the final cost envelope for works with you by early July 2016.
2. To lead on the procurement, planning and construction phases of the new church premises at 78 Kingston Road, as discussed previously. The scheme will be delivered in partnership with Elim, and in line with the floor areas and general design approach of the feasibility study.
3. To deliver the new church premises in accordance with the following indicative timescales:
 - a) Procurement of architects (to be undertaken in line with our public procurement requirements) with a view to delivery of detailed design: July / August 2016
 - b) Completion of design to submit planning application: 31 October 2016
 - c) Completion of full design information to go out for procurement: 30 January 2017
 - d) Commencement of construction: 9 May 2017
 - e) Site completion: 30 June 2018
4. To provide a turn-key approach that will allow Elim to move in to the new church premises at Kingston Road at the earliest opportunity, after completion of the necessary works.

5. To finance the acquisition of the current Elim Church premises at 59 High Path, Wimbledon, SW19 2JY. Our intention is for this to take place when the contract for the build-out of the new church premises at 78 Kingston Road has been awarded.
6. To cover all reasonable costs incurred by Elim in relation to this matter, as previously agreed.

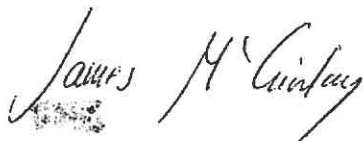
I trust that the above steps demonstrate our commitment to the project and give you confidence in our wish to expedite the scheme. In return, I would like to express our appreciation to Elim for your helpfulness and willingness to work with us towards securing a new school for the borough.

Next steps:

I understand that you intend to discuss the above arrangements at the next Elim Board meeting on 19 July 2016, after which you will respond with a formal agreement.

I hope that this is agreeable and look forward to progressing matters with you.

Yours sincerely,

A handwritten signature in black ink that reads "James McGinlay". The signature is written in a cursive style with a large initial 'J' and 'M'.

James McGinlay
Head of Sustainable Communities
London Borough of Merton



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Please Ask For: James McGinlay
Direct Line: 020 8545 4154

Date: 11 July 2016

Dear Sarah,

Elim Pentecostal Church, 59 High Path, Wimbledon, SW19 2JY

Further to my letter dated 24 June 2016, and your subsequent email, I am writing to update you on recent progress and clarify the proposed arrangements for delivery of the new Elim church premises at 78 Kingston Road, SW19 1LA.

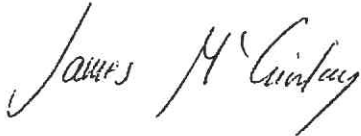
The matters for clarification are as follows:

1. *Cost envelope:* As indicated in my previous letter, I can now confirm that the cost envelope for redevelopment of Merton Hall is [REDACTED] million (excluding VAT and inclusive of our contingency allowance). I have enclosed a copy of the Preliminary Budget Estimate from our Quantity Surveyor for your reference.
2. *Procurement of architects:* In order to comply with public procurement requirements we will need to procure new architects to manage the project through one of our existing frameworks. Unfortunately this precludes Brady Mallalieu Architects from participating. However, we have identified DHP as an alternative suitable design consultant who are in compliance with our procurement requirements and are able to commence work immediately. We would therefore like to introduce you to their senior partner at the earliest opportunity to enable design work to commence. In addition, please be assured that we will instruct DHP to take the Brady Mallalieu feasibility study as the basis for their work and to develop the design in full consultation with your designated contact.
3. *Detailed design and planning:* Once appointed, the new architects will manage the project through from the existing feasibility to detailed design and planning (RIBA Stages 3-5). As previously indicated, we anticipate completion of the building design and submission of the planning application by the end of October 2016.
4. *Scheme delivery:* Subject to planning approval, we anticipate commencing works on site in May 2017 with completion by 30 June 2018. I have enclosed a copy of the project programme for reference.

In addition, we are currently in advance negotiations with the owners of the site adjacent to Elim (61 High Path) and hope to finalise terms soon. We are therefore committed to progressing matters for the acquisition of both sites and ensuring a smooth and timely transition for all parties.

I hope that the outlined approach is agreeable and addresses any concerns you may have. Please feel free to contact me should you wish further clarification on any of the above matters.

Yours sincerely,

A handwritten signature in black ink that reads "James McGinlay". The signature is written in a cursive style with a large initial 'J' and 'M'.

James McGinlay
Head of Sustainable Communities
London Borough of Merton

Encl.

1. Elim Pentecostal Church - Preliminary Budget Estimate
2. Merton Hall Master Programme





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London Borough of Merton
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London Road
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SM4 5DX

Please Ask For: James McGinlay
Direct Line: 020 8545 4154

Date: 12 August 2016

Dear Sarah,

Elim Pentecostal Church: Secondary school communication update

Further to Damian Hemmings' earlier telephone call, I'm writing to inform you of recent developments regarding the negotiations for your premises at 59 High Path, Wimbledon, SW19 2JY.

Unfortunately information relating to the council's plans to build a new secondary school in South Wimbledon, including its intended location and the associated relocation of the High Path Community Centre, has come into the public realm. It is likely that your site, and the adjacent site at 61 High Path, will also be identified.

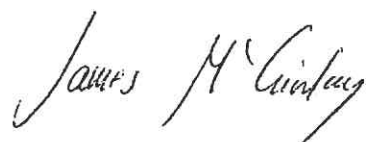
As a result, the council has escalated its stakeholder engagement plans and will be notifying residents, and the High Path Community Centre employees and users, of its intentions today.

We do not anticipate that these communications will have an adverse impact on our negotiations to date; however I wanted to contact you out of courtesy to inform you of these recent developments and ensure that you are able to inform your congregation members, accordingly.

Please be assured that we still intend to progress matters with you regarding the acquisition of your site and the subsequent transition to the new premises at 78 Kingston Road. In addition, we are grateful for the positive nature of our discussions to date, and hope that this will still continue.

Please feel free to contact me should you have any concerns or queries regarding this matter.

Yours sincerely,

A handwritten signature in black ink that reads "James McGinlay". The signature is written in a cursive style with a large initial 'J' and 'M'.

James McGinlay
Head of Sustainable Communities
London Borough of Merton

From: Jacquie Denton
Sent: 10 August 2016 16:38
To: Sarah Bale [REDACTED]
Cc: James McGinlay <James.McGinlay@merton.gov.uk>; Damian Hemmings <Damian.Hemmings@merton.gov.uk>
Subject: Elim Wimbledon

Dear Sarah,

Further to our meeting I promised to come back to you regarding the proposed overage.

I know that when we met at your offices and I mentioned a restrictive covenant on the Merton Hall site you advised that your Board would not be able to accept this but that an overage provision would be an option. I also understand from our recent meeting that you also have some concerns regarding overage provisions.

The proposed transaction consists of the council acquiring your current site in return for transferring to you Merton Hall, following the agreed works being carried out to provide a building suitable for your use. This transaction "balances" because the Merton Hall site is currently valued on the basis of community use. As you will understand if the Merton Hall site were able to be valued for say residential use the value would be higher and the transaction would no longer balance. Like yourselves we have a legal duty to ensure that we obtain best consideration and have strict financial and audit guidance which must be followed.

To outline what is proposed,

- There would be no restriction on your ability to dispose of the site in the future.
- The overage provisions would only entitle the council to a proportion of any increase in value attributed to any alternative use (other than community) on disposal. This would not apply to any increase in value due to market conditions.

Where we have used overage provisions on disposals in the past it has been on the basis of a fixed percentage over 25 years, that said I would be happy to recommend that in this case we look at a stepped figure as you suggested.

I hope that this helps to clarify what the council is looking to achieve and the reasons for this, I, or James would be very happy to discuss this if it would be of assistance.

Regards
Jacquie

Jacquie Denton | Principal Estate Surveyor
London Borough of Merton

Merton Civic Centre, London Road, Morden, Surrey SM4 5DX
Direct : 0208 545 3080 | Switchboard : 0208 274 4901
jacquie.denton@merton.gov.uk
www.merton.gov.uk

From: Damian Hemmings
Sent: 22 August 2017 13:56
To: 'Jon Featherstone' [REDACTED]
Subject: RE: Elim - Community use

Jon,

Thank you for confirming, and for the additional information, it's much appreciated.

I hope that you enjoy Amsterdam without further interruption!

Many thanks,
Damian

From: Jon Featherstone [mailto:[REDACTED]]
Sent: 22 August 2017 13:42
To: Damian Hemmings
Cc: James McGinlay; [REDACTED] Sarah Bale; Tom Procter
Subject: Re: Elim - Community use

Hi Damien

Just to be clear yes we will be offering the church when it is available to the local community for groups and individuals to hire.

Regards

Jon

From: Jon Featherstone [mailto:[REDACTED]]
Sent: 22 August 2017 13:38
To: Damian Hemmings <Damian.Hemmings@merton.gov.uk>
Cc: James McGinlay <James.McGinlay@merton.gov.uk>; [REDACTED] Tom Procter <Tom.Procter@merton.gov.uk>
Subject: Re: Elim - Community use

Hi Damien

I hope you are well

The current activities taking place in the hall are as follows and these will move with us. We are also open to hosting other groups.

Our Sunday service and Wednesday Service
Our Worship Team Thursday
Brazilian Church Tuesday and Saturday
Salem Church Wednesday
River Church Sunday

Slimming World Thursday
Sun Group(Counselling group) Thursday
Pilates Monday
Mums and Tots Monday
Foodbank Monday, Tuesday and Thursday
Youth group Friday

We also host various events and birthday parties on certain occasions.

I hope this helps. I am currently in Amsterdam but I am available on email if you require any more information.

Regards

Jon

On Tue, 22 Aug 2017 at 10:16, Damian Hemmings <Damian.Hemmings@merton.gov.uk> wrote:

Good morning Jon,

Further to my email of last week, are you able to provide any further information on the intended local uses of the new church at Kingston Road?

Many thanks,

Damian

From: Sarah

Bale [mailto:████████████████████]

Sent: 16 August 2017 10:54

To: Damian Hemmings

Cc: Tom Procter; James McGinlay; Jon Featherstone ([REDACTED])

Subject: RE: Elim - Community use

Hi Jon

Can you respond to Damian please? (Damian, Jon will have a better idea of the local use of the church as each of our churches operates their own activities).

Many thanks

Sarah

Sarah Bale

Administrator | Elim International Centre

Tel: [REDACTED]

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Elim International Centre, De Walden Road, West Malvern, Worcs. WR14 4DF

Tel: 0345 302 6750 | Fax: 0345 302 6752 |

www.elim.org.uk

From: Damian Hemmings [mailto:Damian.Hemmings@merton.gov.uk]

Sent: 16 August 2017 10:42

To: Sarah Bale <[REDACTED]>

Cc: Tom Procter <Tom.Procter@merton.gov.uk>; James McGinlay
<James.McGinlay@merton.gov.uk>; Jon Featherstone ([REDACTED])
<[REDACTED]>

Subject: Elim - Community use

Hello Sarah,

I hope you're well.

I'd be grateful for your help with some information re: community use at the new Elim church on Kingston Road. Tom is currently away on leave for a couple of weeks, so apologies if this repeats matters that you've already discussed.

The information included in the planning application indicates that the current church on High Path is available for other community use lettings, in addition to supporting the foodbank, parent and child groups, and study groups. Presumably these activities will continue at the new church on Kingston Road, but can you also confirm if you are intending to offer private hire of rooms/facilities to community groups not directly associated with the church?

I just need to check on potential wider community use of the church in anticipation of any questions arising from the planning application.

Please do come back to me if you have any queries.

Many thanks,

Damian

Please help to reduce waste and do not print this message unless you really need to.

From: Sarah Bale [mailto: [REDACTED]]
Sent: 13 November 2017 09:18
To: James McGinlay
Subject: RE: Homosexuality

Hi James

There would be no restriction on these groups for accessing services, meetings, clubs etc. However, as with any organisation we would consider bookings of our premises on a case by case basis and would take bookings that did not conflict with the Constitution of our charity.

Many thanks

Sarah

Sarah Bale
Administrator | Elim International Centre
Tel: [REDACTED]

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Tel: 0345 302 6750 | Fax: 0345 302 6752 | www.elim.org.uk

From: James McGinlay [mailto:James.McGinlay@merton.gov.uk]
Sent: 10 November 2017 15:15
To: Sarah Bale [REDACTED]
Subject: FW: Homosexuality

Hi Sarah.

I've got a meeting on Monday morning, will you be able to get back to me?

Regards.

James

James McGinlay
Assistant Director for Sustainable Communities
Environment and Regeneration
Merton Council
Tel: 020 8545 3889
james.mcginlay@merton.gov.uk

From: James McGinlay
Sent: 07 November 2017 12:44
To: 'Sarah Bale'
Subject: RE: Homosexuality

Good afternoon Sarah.

Thank you for sending the link.

We discussed the lettings, use of the hall etc. Can you confirm that there are no restrictions on these groups accessing the hall for bookings, attending meeting, clubs etc. as well as attending services and participating in the life of the church as set out in the link.

Many thanks.

James

James McGinlay
Assistant Director for Sustainable Communities
Environment and Regeneration
Merton Council
Tel: 020 8545 3889
james.mcginlay@merton.gov.uk

From: Sarah Bale [mailto: [REDACTED]]
Sent: 07 November 2017 10:34
To: James McGinlay
Subject: Homosexuality

Hi James

Thanks for the phone call today and the various explanations of the ongoing situation.

As stated in our conversation Elim subscribe to the Evangelical Alliance affirmations regarding homosexuality which can be found [here](#).

Many thanks

Sarah

Sarah Bale
Administrator | Elim International Centre
Tel: [REDACTED]

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From: Sarah Bale [mailto: [REDACTED]]
Sent: 11 December 2017 09:01
To: James McGinlay
Cc: Jon Featherstone
Subject: Elim Wimbledon

Hi James

I hope you've had a good weekend without too much snow. We are snowed out of our offices today – the joy of being located in the Malvern Hills.

Attached is our building hire agreement and T&Cs which I said I'd send during our Skype meeting.

Many thanks

Sarah

Sarah Bale
Administrator | Elim International Centre
Tel: [REDACTED]

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Conditions of Hire

1. Interpretation

In these conditions the following terms shall have the following meaning: "The Church" shall mean *[insert name of your church]*. "The Premises" shall mean the building occupied by the church at *[insert your church address]*. "The Hirer" shall mean any person who has made an application for a booking. "The Caretaker" shall mean the church Caretaker or his/her authorised deputy. Words which impart only the singular shall include the plural and vice versa. Where two or more persons are included in the term "the hirer" they are jointly and severally responsible for the observance and performance of these conditions.

2. Acceptance of conditions

The occupation of the premises is permitted only on the following conditions. The owners reserve the right to alter or modify these conditions or to impose other conditions in any particular case. The booking of the premises shall constitute an acceptance of the conditions of letting. The hirer shall ensure that all legislation relating to the use of the centre for the event, and the duty to obtain any licence or approval from any person or authority, is complied with.

The church will not hire its premises to individuals or groups where the proposed use is inconsistent with the charitable objects of the Elim Foursquare Gospel Alliance (registered charity 251549) as set out in Appendix 1 or conflicts with its doctrines.

3. Application for hire

A provisional booking will only be confirmed once written confirmation has been received along with an authorised signed booking form. Applications will not be accepted for persons applying on behalf of other persons, unless this is declared at the time of the application. The purpose of the hire must be stated at the time of the booking, and the hirer must use the premises for that purpose only. The owners reserve the right to refuse any application or to cancel bookings at any time.

4. Payment for hire rates

All hire rates are payable in advance - 50% of the total hire charge to accompany the completed booking form. The balance of 50% of the total hire charge must be paid by 14 days prior to the due date of hire and no bookings will be considered firm until full payment has been received.

5. Maximum capacity

The hirer shall not permit more than the maximum number of people notified to him by the church to be in any room at any time. The church shall have the right to require people in excess of the maximum permitted number to leave the premises.

6. Cancellation fee

A cancellation fee is charged for any cancellation of hire from 28 days of the hire date at 50%. For cancellation of hire within 28 days or less of the hire date the full cost of the hiring will be charged. If cancellation is within seven days a cost may be incurred for staff and equipment hire. The church shall use its best endeavours on behalf of the hirer to relet the premises and if successful shall refund to the hirer the contracted amount .

7. Force majeure

The church shall not be liable for any loss or damage caused by any interruption in or failure to provide any staff, services or rooms where such failure is due to causes beyond its control.

If the hire agreement terminates under this condition, the hirer shall be repaid all sums paid under the hire agreement, subject to the deduction of an amount equal to the sum of costs incurred by the church up to the date of termination, and that part of the hire charge attributable to that part of the hire period which has elapsed prior to such termination.

In this condition "causes beyond its control" includes, without prejudice to its generality, fire, flood, tempest, riot, civil commotion, national emergency, explosion of any kind, strike, lockout, labour difficulties, war, shortage of materials, interruption of transport, water, electricity, gas, communication links or other services, and the need to execute urgent repairs to the premises.

8. Loss, damage and injury

The church shall not be responsible for any loss or damage whatsoever to any property arising out of the hiring, nor for any loss, damage, personal injury or death which occurs during the hiring suffered by any person or persons visiting the premises in connection with the hiring, except to the extent that such loss, damage etc is caused by the negligence of the church, its staff or agents. The hirers shall indemnify the church against all claims arising out of such loss and damage or injury, and shall be responsible for taking all necessary safety precautions.

9. Damage to premises

- a) The hirers shall indemnify the church against all damage which may be done to the premises and all damage to, and loss of, any fixtures, fittings, furniture or other moveable effects thereon, arising through or in the course of any hiring and against the making good, repairing, replacement thereof. In no circumstances may anything be affixed to any part of the premises, nor shall any other furniture be brought onto the premises without the express previous consent of the church, its Caretaker or deputy. The hirer is responsible for any contractors or subcontractors and will reimburse the church for any damage caused.
- b) In the event that the hirer is a key-holder, the hirer understands and agrees that:
 - i. All keys/cards issued by the Church remain the property of the Church and are to be returned to the church Caretaker immediately on completion of the period of hire.
 - ii. The hirer will not loan, duplicate or use the keys/cards issued in any unauthorized manner.
 - iii. The hirer will ensure the keys/cards remain in their possession or are appropriately secured at all times.
 - iv. The hirer accepts responsibility for the cost of replacement keys/cards, rekeying locks and any associated damage or losses should the keys/cards be lost, stolen or misused while in their possession.

10. Signage

No external or internal decorations, flags, emblems, posters, placards, advertisements or notices shall be displayed upon the outside the premises without the previous express authority of the church. The hirer shall use the premises so that it is at all times maintained in a clean, tidy and safe condition. The hirer shall ensure that no person fixes anything to the structure or contents of the centre, marks, soils or damages the centre or its contents in any way. The hirer shall ensure that no person leaves anything in, or in any way obstructs, an emergency exit or stairwell, or obstructs any notice of any emergency exit.

11. Use of Premises

The hirer shall not use the premises for any purpose other than that described in the hiring contract and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow smoking, gambling, activities relating to lotteries or betting in the premises. No chewing gum is allowed on the premises. Elim is not registered for the sale of alcohol on the premises.

The church will not hire its premises to individuals or groups where the proposed use is inconsistent with the charitable objects of the Elim Foursquare Gospel Alliance (registered charity 251549) as set out in Appendix 1 or conflicts with its doctrines.

Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

12. Cleaning of the Centre

The hirer shall no later than the end of the hire period ensure that the rooms are clean, undamaged and free from rubbish and remove from the premises any items which have been brought onto the premises in connection with the event, other than items brought in by the church. If, in the opinion of the church, the hirer has failed to comply with this condition the church may, at the hirer's expense, do all that is necessary to ensure compliance. The church shall have the right to remove and discard anything left in the premises after the hire period has ended. The church may at its sole discretion store at the hirer's risk any item that appears to be valuable. A charge determined by the church may be incurred by the hirer for storage.

13. Special lighting, amplification or audio-visual equipment

All special lighting, amplification, loudspeakers and audio-visual equipment is in the sole charge of the church. No alteration, modification or addition thereto whatsoever, shall be made without the previous express permission of the Caretaker or deputies. The church accept no responsibility for technical problems experienced on the day of hire if a technician has not been ordered through the church.

14. Electrical equipment and installation

The hirer shall ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installation of the premises. The church may, at its sole discretion, require that any electrical equipment shall not be used, and, if the church think fit, may require such equipment to be removed from the premises. All temporary electrical installations are to be provided by approved electrical contractors and must comply with the requirements of the current edition of IEE "Regulations for Electrical Installations". Any electrical equipment brought into the premises by the hirer shall be PAT (Portable Appliance Tested).

15. Health and safety

The hirer and his servants or agents shall comply in all aspects with the Health and Safety At Work Act 1974 and all subsequent related legislation and regulations.

16. Insurance risks and indemnity

The hirer shall in all respects comply with all conditions, which may be imposed by the church's insurers in respect of any special or additional risks involved in the letting. The hirer shall take out before the event and maintain during the hire period insurance in respect of their liabilities under conditions 8 & 9..

17. Sub-letting

The hirer shall not sub-let the premises.

18. Right of entry

The right of entry to the premises is reserved to the Caretaker and to any other person or persons authorised by him/her, or by the church.

19. Maintenance of order

The hirer shall be responsible for good order being kept in the premises throughout the hiring and for providing stewards at suitable places on the premises, including the street level entrance and in the meeting itself, during the hiring. The church reserve the right to refuse admittance to or eject any person or objects from the centre.

20. End of hire

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the church shall be at liberty to make an additional charge.

21. Noise

The hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

22. Auction Sales

Auction sales are prohibited; no part of the premises shall be used for the purpose of an auction.

23. Public Safety Compliance

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which is attended by children.

The hirer acknowledges that they have received instruction in the following matters:-

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the premises.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

24. English Law

The proper law of the hire agreement shall be English Law and the hire agreement shall be deemed to have been made in England.

25. Compliance

The hirer must comply with any instructions from the Caretaker or deputies given before, during or after the hiring. In the event of the hirer refusing or failing to comply with any of the instructions, the hirer may be asked to leave the premises and any standing hiring agreement will be terminated.

APPENDIX 1

The Objects of the Alliance are:-

1. to spread and propagate the full Gospel of our Lord Jesus Christ and primarily but not exclusively the Fundamental Truths hereinafter Fourthly set forth;
2. to demonstrate the full Gospel of our Lord Jesus Christ by the relief of people who by reason of their disability, age, infirmity, sickness, social or economic circumstances or caring responsibilities have a need of health, social care or other related community services or recreational facilities by the provision of information, advice, support and other services and facilities calculated to relieve those needs; and
3. to demonstrate the full Gospel of our Lord Jesus Christ by the advancement of education in such ways as may from time to time be charitable.”
4. The means by which the said objects shall be carried out shall be such means as may be lawfully employed or adopted by a body having exclusively charitable objects and as the National Leadership Team hereinafter mentioned shall from time to time prescribe (but subject always to such limitations and directions [if any] as may be imposed or given by the Conference hereinafter mentioned) and in particular (without derogating from the generality of the foregoing) the training and sending out of Ministers and Evangelists the establishment of Churches the formation of Sunday Schools, the provision of social care facilities and the issue of religious publications throughout Great Britain and elsewhere.

BOOKING FORM

Premises To Be Used:		
Date of Hire:		
Period of Hire:	From	To
Purpose of Hire:		
Name & Address of Hirer:		

I confirm that I am /am the authorised representative of the hirer. I have read the Conditions of Booking and agree to abide by them.

I enclose the deposit of £ _____, being 50% of the hire fee and agree to pay the balance 14 days prior to the event.

Dated _____

Signed _____

PRINT NAME _____

