



Letting Agreement and Information for Users of the Tennis Club

Keys - Please return the key that unlocks the clubhouse door to the person who gave it to you when you have completed your booking.

Leaving the Premises - All users must vacate the premises by the stated finishing time in their Letting Agreement. Please leave the premises tidy. All rubbish or surplus material left over from any function must be removed. The kitchen and toilets should be left clean and tidy. **Please be security conscious** when leaving the premises. All windows should be shut, lights turned off and electrical equipment switched off, except for the fridge. Please lock the external doors and make sure the gate is closed.

Safeguarding - Surbiton Hill Methodist Church and Tennis Club are committed to the safeguarding and protection of all children, young people and vulnerable adults, and it is an essential condition of booking for those hiring our premises that they too have in place procedures to ensure such safeguarding. They must agree to adhere to the Church's Abbreviated Safeguarding Policy, a copy of which will be given to all users.

All groups who are working with children, young people or vulnerable adults, must have leaders with Disclosure and Barring Service (DBS) clearance. Where necessary, the Church's Safeguarding Officer, Linda Bridges, will ask to see a current DBS certificate and may offer specific guidance on appropriate procedures.

Surbiton Hill Methodist Church's aim is to provide a safe and caring place for everyone.

Fire - Please ensure that all members of your group are aware of the fire escape routes.

If you discover a fire, use the fire extinguishers if it is safe to do so and exit the premises. Please use the most immediately accessible phone to dial 999 and ask for the fire brigade. The access lane is located between 11 and 13 Manor Drive KT5 8NE.

Regular users, particularly groups involving children or the elderly, should consider having an annual fire drill.

First Aid Kit - There is a first aid kit available in the clubhouse. The cupboard is labelled. If you use any items from the kit please let the club know so that it can be replenished.

Heating - The heating is thermostatically and time switch controlled. Please turn off heaters at the end of your letting.

Storage – The Tennis Club has very limited storage facilities and equipment should not be left on site without prior consent.

Alcohol - Please note that strictly NO alcohol is allowed on Methodist Church premises.

Gambling - Small scale games of chance are permitted as part of a larger event but gambling must not form the substance of any event. Prizes must be modest and not include alcohol. Tickets may only be sold at the event itself.

Insurance - The Church and Tennis Club insurance policies cover theft of Church and Tennis Club property and accidental damage to such property arising from Church and Tennis Club events. They do not cover theft of or damage to property belonging to organisers of groups hiring the premises or to people attending their meetings.

Similarly, the Church’s and Tennis Club’s public liability insurance is limited to injuries or damage resulting from defects in the Church’s and Tennis Club’s premises or equipment. It does not cover any injury or damage caused by the property or activities of non-Church groups.

Hirers are therefore recommended to provide their own public liability insurance and may also wish to consider insuring any property they bring onto Church and Tennis Club premises against theft or accidental damage.

Letting Agreement:

By using facilities at Surbiton Hill Methodist Church Tennis Club I accept the requirements set out in the above information.

Signed: Name:.....

Date:/...../.....