

Terms and Conditions of Hire

- 1 The rooms designated at Christchurch Baptist Church may only be used by the organisation stated on the application (the Hirer), and used only for the purpose, times and dates agreed - not exceeding the stated capacity for the room.
- 2 The church retains the right to refuse any applications for hire that conflict with its ethos and values.
- 3 The church retains control, possession and management of the accommodation and the Hirer has no right to exclude the church from the premises.
- 4 Our address can't be used as a postal address for your organisation without prior agreement.
- 5 Where young or vulnerable people are involved, it will be expected that the Group Leaders will have undergone valid DBS checks and that young children are adequately supervised and not allowed to access any area other than that which is hired for their purpose.
- 6 The Hirer to take proper steps to control admittance to the function and ensure that there is no intrusion or hindrance to any other event or function taking place in the building.
- 7 The Hirer where applicable must provide a copy of their Public Liability Insurance Certificate (for a minimum of £5m) when returning the Room Hire Booking Application form.
- 8 The Hirer is responsible for their own health and safety and for the health and safety of their group. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them. The Hirer should be aware of Emergency Exits and ensure that their group know the exit procedures in the event of an emergency. Hirers should be responsible for their own arrangements in respect of First Aid. Any accidents involving injury to the public must be reported to the Church Management as soon as possible and complete the appropriate accident book.
- 9 The Hirer is responsible for due care of the property and facilities on site and should notify the Church Staff immediately of any damage or matters of concern. The Hirer may be liable for the cost of repair or replacement, at the discretion of the Church Management.
- 10 The Hirer must ensure the rooms are left in a clean and tidy condition on departure with all furniture and equipment left in the same position as at the commencement of the hiring.
- 11 The Hirer must ensure that all lights are turned out and all doors and windows properly secured.
- 12 The Hirer must dispose of their own rubbish off-site and not in our bins.
- 13 The Hirer is also responsible for their possessions on site. The Hirer may only leave possessions in the Church building by prior arrangement with Church Management, providing this does not pose a risk or significant inconvenience. Any possessions/equipment left is at the Hirer's own risk, the Church not being responsible for any damage incurred.

- 14 Use of the Church's equipment is subject to agreement and may incur a charge for hire.
- 15 No alcohol is to be supplied or consumed on the premises or associated land, unless as agreed in advance.
- 16 No smoking (including e-cigarettes) is permitted in the buildings.
- 17 Items of lost property will be retained for four weeks and then disposed of.
- 18 Parking on site is subject to availability only and cannot be guaranteed.
- 19 The church is located in a residential area and due consideration of our neighbours must be undertaken at all times. All evening activities must be finished by 22.00 and the premises vacated by 22.30.
- 20 Payment for hire of the premises for regular bookings will be payable by BACS within 14 days of date of invoice, sent at the start of each month.
- 21 Payment for occasional bookings will be payable no less than 14 days before the event.
- 22 The Church Management reserve the right to cancel or rearrange any booking as is deemed necessary for the reasonable and suitable operation of the Church – for example in the event of a funeral; emergency repair works; or failure of the Hirer to comply with the above terms.
- 23 The Church Management may vary these Terms and Conditions and the Room Hire Charges at any time subject to providing no less than one months' notice of the changes.