

HORLEY BAPTIST CHURCH ROOM HIRE – TERMS AND CONDITIONS

DECEMBER 2016

1. The rooms designated in Horley 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 sub-letting of any premises is prohibited.
4. The Hirer must be 18 or over.
5. A new Hirer, unknown or unconnected to Horley Baptist Church, may be asked for suitable references before using the premises.
6. 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. In particular, children may not use the lift unless accompanied by an adult.
7. 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.
8. The Hirer shall if requested to do so submit the programme for the hirer's event and samples of advertising material prior to its distribution. All publicity material, including adverts, should clearly state which organisation is promoting the event, and not give the impression that Horley Baptist Church is the promoter. No public announcement of any event shall be made before the booking has been confirmed by completion of an Application Form and payment of a deposit.
9. The Hirer is responsible for obtaining any licences that may be required for the event under licencing or any other regulations in force at the time.
10. 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 read the Fire Safety Addendum provided (a copy is available on our website), 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 located in Reception.
11. The Hirer where applicable must provide a copy of their Public Liability Insurance Certificate (for a minimum of £5m) when returning the Lettings Application Form.
12. 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.
13. The Hirer may use notice boards as provided in the rooms but not stick, nail or screw anything to the walls or floors.
14. The Hirer must ensure the rooms are left in a tidy state on departure as agreed with the Church Staff **including disposal of own rubbish.**

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15. 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.
16. Use of the Church's equipment is subject to agreement and may incur a charge for hire.
17. Catering on site is by arrangement with Church Staff only – noting that the kitchen is subject to Food Hygiene Health & Safety Regulations and are regularly inspected in accordance with legislative requirements.
18. No alcohol is to be supplied or consumed on the premises or associated land, unless as agreed in advance.
19. No smoking is permitted in the building or on the associated land except in the designated smoking area located at the rear of the car park.
20. The Hirer will ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.
21. Items of lost property will be retained for two weeks and then disposed of.
22. Parking on site is subject to availability only and cannot be guaranteed– please check on booking. Priority may be given to disabled and elderly users of the building as well as mums with children Hirers should not park in the areas reserved for Gracewell Care Home.
23. 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.
24. For occasional bookings the hirer shall pay a deposit upon confirmation of the booking representing 25% of the hire fee if that fee is over £50. If total hire fee is below £50 payment will be requested in full. For regular bookings the hirer shall pay a deposit upon confirmation of the booking representing 50% of the first month's hire fee.
25. Payment for Hire of the Premises for regular bookings will be payable in advance within 14 days of date of invoice, sent at the start of each month.
26. Payment for occasional bookings will be payable no less than 14 days before the event.
27. Regular bookings shall be for a maximum term of no more than six months, the booking may then be renewed by completing a further booking form. If a regular booking is to cease before this term has expired a notice period of one month must be given by either side. A fresh term and rate of hire may be negotiated at the discretion of the Church Management.
28. Cancellation of occasional bookings: if notified one month before event then the deposit/total hire charge (if £50 and under) will be returned; 14 days or less before the event the deposit will not be returned; 7 days or less before the event no refund of the hire charge will be made.
29. 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.
30. The Church Management may vary these Terms and Conditions and the Rates of Hire charged at any time subject to providing no less than two months' notice of the changes.