



Terms and Conditions for Hire of church facilities

Sindlesham Baptist Church (herein after known as SBC and/or the Church) has available for rental a meeting hall, a newly refurbished kitchen and the garden room. Please note that it will not be possible to rent the garden room separately if the meeting hall and kitchen are already booked/in use.

Hirer's Responsibilities

- The Hirer must be over 25 years of age at the time of application and may be required to provide evidence of age.
- It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the SBC rooms are understood and adhered to by all persons using the 'Rooms' during their hire period. The Hirer shall be responsible for the fabric and contents: their care, safety from damage: and the behaviour of all persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.
- It is a condition of hire that no alcoholic drinks are consumed or sold on Church premises.
- The Hirer shall ensure that in order to avoid disturbing neighbours, particularly at evening times, that noise/disturbance should be kept to a minimum when leaving the premises.
- Any person who hires the Halls on two or more occasions and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice, *Safe from Harm* and comply with The Children Act of 1989.
- The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.
- Use of the kitchen facilities for the preparation and serving of food on the premises, the Hirer must ensure that this is carried out under the supervision of an appropriate person holding a current Hygiene certificate.

Indemnity

- The Hirer shall indemnify and keep indemnified each member of the SBC Deacons and the Church's employees, volunteers, agents and invitees against the cost of repair of any damage and all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising from the use of the premises.
- The Hirer agrees that the Church accepts no responsibility for injury or loss to person or property arising out of use of the premises apart from such injury or loss which arises from the church's responsibility for the general maintenance of the premises and the Hirer will keep the Church indemnified against any claims for which the Church is not responsible.
- The Hirer is required to take out adequate insurance to insure the Hirer and members of the Hirer's organisation or invitees against the Hirer's liability under the above paragraph.
- The Church is insured against any claims arising out of its **own** negligence

Accidents and Dangerous Occurrence

- The Hirer must report all accidents involving injury to the public to the Church Administrator as soon as possible and complete the relevant section in the Church's accident book.

Payment Arrangements

- The hire charge will be that applicable at the date of hire, in accordance with the current tariff.
- A deposit of £50 is required to secure each application for booking the SBC Halls. The deposit will be returned providing the premises and grounds are left in good order. Full payment must be tendered at least one week before the hire commences unless otherwise agreed in advance.
- If the Hirer wishes to cancel the booking within 7 days of the hire date commencing, then the Church reserves the right to charge for one day's usage and will therefore return the balance of the deposit to the Hirer.
- The Church reserves the right to cancel this hiring by written notice in the event of:

- The premises becoming unfit for the use intended by the Hirer
- An emergency requiring the use of the premises as a shelter for victims of flooding, snowstorm, fire, explosion.

In any such case the Hirer shall be entitled to a full refund of any deposit already paid but the Church shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever.

- Payments and a signed copy of the Declaration should be sent to:

SBC Financial Administrator
Sindlesham Baptist Church
Bearwood Road

Sindlesham
RG41 5BB

Cheques should be made payable to '**Sindlesham Baptist Church**'

Noise

- Music and noise must be kept down to a reasonable level. This also applies in the car park during arrival and departure.
- All noise must cease by midnight.

Furniture & Equipment

- Hirers are asked to leave all chairs and tables as they were found. This includes replacing articles taken from the storerooms and cupboards.
- No notices whatsoever may be pinned or stuck to the walls of the hall, kitchen or garden room. Notice boards are provided and out-of-date notices will be removed.
- All breakages are to be reported and a charge may be made for their replacement. It would be appreciated if faults, e.g. light bulbs, could also be reported or recorded in the 'Defects Book' kept in kitchen.
- Hirers must ensure that all lights are turned off before leaving. A special check is required to ensure the main entrance door to the Halls is properly secure. Hirers also need to ensure that all appliances are switched off excepting Fridge/Freezers in the kitchen.

Windows & Doors

- Hirers must be certain that all windows and doors are securely shut and locked before leaving. Hirers should return keys to the Administrator or post in the key box inside the entrance to the Halls.

Storage

- No items whatsoever are to be left in the building or on the premises except by permission of the Church Deacons. Hirers having access to their own storage are to keep them locked except when access is needed. Items of food or drink must not be kept in the storage areas. The Deacons cannot accept responsibility for items left in storage.

Use of Kitchen

- The kitchen is available for use by the Hirer. The Hirer must adhere to the kitchen rules as posted in the kitchen area. The kitchen has recently been refurbished and Hirers are asked to respect the facilities provided.
- Use of the fridge - the fridge can be used during the rental period, please ensure you remove all items from the fridge when you leave the building. Items left in the fridge will be disposed of after one week.

- Use of cooker – instructions for the use of the electric cooker can be found in the kitchen area. Please ensure the cooker is switched off after use.

Smoking

- Smoking is prohibited in any of the buildings that comprise of the Church premises.

Cleaning

- The halls, kitchen and outside premises must be left clean and tidy. If the kitchen is used, it is the responsibility of Hirers to see that it is swept after use and all worktop surfaces are wiped clean. Drain the urn after use. Rubbish is to be placed in plastic bags and deposited **in the dustbins** by the entrance to the car park.

Parking

- Cars are parked at owner's risk. No vehicle is to be left in the car park overnight.

Availability of facilities

- The Church reserves the right to make part or all of the premises at Sindlesham Baptist Church/Bearwood Hall temporarily or permanently unavailable for hire, by giving a minimum of one month notice to existing Hirer's. The Church will show dates (where known) that the facilities will be unavailable on the web site, hall rental calendar. It is anticipated that all facilities will not be available for rental during the Easter; summer and Christmas school holidays however please check as dates/times of the periods of unavailability may change.

Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer. The Church retains control, possession and management of the accommodation and the Hirer has no right to exclude the Church from the premises.

Derek Thurgood
Treasurer, Sindlesham Baptist Church
On behalf of the Church Deacons.

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