

CONDITIONS FOR THE USE OF ORCHARD BAPTIST CHURCH PREMISES

The User referred to below is taken to be the organisation using the church building or the person responsible for supervising the activity. **The Hirer or a Nominated Responsible Person shall be in charge of the event and be present throughout the period of hire.**

1. The leadership team of Orchard Baptist Church is responsible for the church building; they **will not accept bookings that are not within the ethos of the Church** and they reserve the right to refuse any application without giving a reason. The church is willing to make its building available for use for activities that are beneficial to the community. Applications for a booking will be denied where there may be a risk to the premises.

2. **The church reserves the right to cancel a booking at short notice should the use of the church building be required** (e.g. for a funeral or occasional church activity). We will endeavour to give seven days' notice if a cancellation is necessary. In such circumstances, the church will refund any monies paid but shall not be under any liability to the Hirer for any loss or damage arising out of such cancellations.

3. **A deposit of £25 should be paid in advance and the balance of the agreed fee on or before the day of the hire**, (unless alternative arrangements are made with the church in advance).

4. **Children's parties** are welcomed for children up to and including the age of 11. The noise level must not disturb the neighbours and responsible adults must keep the children under control, in particular not allowing them free access to the rest of the building.

5. **The User may only use the agreed rooms and facilities** for the purpose and period indicated on the application form submitted to the church. The person responsible for supervising the activity should ensure that other areas of the church premises are not accessed and, in particular, that children are kept under control. Care should be taken to be considerate to neighbours of the church whilst in the building and when leaving the premises.

6. **After the use of the church premises**, they must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the booking. The User must ensure that all lights are turned out and all windows and doors properly secured when they leave. Unless special arrangements have been made in advance, before leaving the premises it is the Hirer's responsibility to wipe and stack the chairs and tables, vacuum the floors and clear away any litter which may have been brought in or dropped by the Hirer or those attending the booked event. Please ensure that rubbish is placed in the black sacks provided. A vacuum cleaner, dustpan and brush, black bags and a mop and bucket can be found in the cupboard next to the kitchen.

7. During the use of the church premises, the User must ensure that **no person smokes, no alcohol is supplied or consumed, no gambling (including raffles) takes place and that no foul or abusive language is used on the premises.**

8. **The User must not leave any equipment, furniture or articles of any kind on the church premises** unless by prior agreement from the church, who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

9. The User is responsible for any electrical equipment that is brought on to the premises. The electrical equipment should be in good working order. The church shall not be liable to the Hirer in respect of any loss or damage to the Hirer's property.

10. Safety Regulations:

The Hirer is responsible for ensuring nothing is done that might endanger any users of the Rooms. In particular, the Hirer should note the following:

- a) No obstruction may be placed in the gangways or near emergency exits.
- b) All emergency exits must be unlocked.
- c) Hirers should have read and understood the Instructions in Case of Fire displayed in the building.
- d) Fire fighting appliances must be kept in their proper places and used for no other purpose. The Hirer will pay for any damage caused by tampering with such equipment.
- e) A first aid kit is available in the kitchen.
- f) No bicycles are permitted in the building or in any area that can obstruct pedestrian or wheelchair access.
- g) Children under 16 must not be allowed into the kitchen area without adult supervision.
- h) No animals are permitted in the building (excluding guide dogs) unless specific permission is gained from the leadership team of the church first.

11. The User agrees that the church accepts no responsibility for injury or loss to person or property arising from the use of the church premises apart from such injury or loss which arises from the church's responsibility for the general maintenance of the church premises. The User has a responsibility to notify the church of any accident or injury that occurs during the hire of the premises. An accident/incident form is available and must be filled in if an accident occurs. The hirer should inform the Church Secretary, or their representative locking up, before leaving.

12. The User is responsible for all damage (other than fair wear and tear) to the church premises or any of the church's fixtures and fittings or equipment, which is occasioned in whatever way by the use of the church premises. No posters or similar items are to be put up within the building except by prior agreement.

13. The User has a responsibility to notify the church of any defect in the church premises or in any of the church's furniture or other equipment in the building.

14. The church holds appropriate public liability cover, but this does not extend to provide indemnity to third parties hiring the church premises. It is therefore strongly recommended by the church that all hirers check with their insurers that their cover extends to include their planned event.

Any questions about the hire of the hall, phone the Church Secretary on 01206 364673.

Orchard Baptist Church Booking Form

To be read in conjunction with the Conditions For Hire.

1) In signing the booking form you are confirming that you have read, understood and agree to abide by the attached Conditions of Hire.

2) A deposit should be paid in advance and the balance on the day of booking. Regular bookings will make arrangements with the church. Cheques should be made payable to Orchard Baptist Church.

3) The premises may be booked up to one year in advance for one-off bookings. The premises may be booked up to three months initially in advance for regular/continuous bookings. All bookings are subject to availability of the required rooms, and acceptance of your application by the leaders of the church.

4) Contract cleaning is available after your sessions – details on request.

5) Seven days' notice is required if you do not need the rooms on one of your regular booked days.

6) One month's notice is required if you want to cancel your regular booking, or one month's fees will be due in lieu of notice. The church will undertake to give you a minimum of one month's notice of any cancellation of your regular booking.

7) Notice of cancellation may be given with immediate effect if you fail to abide by the Conditions of Hire.

Name and contact details of Hirer (including address, phone and email)	
Name of Organisation	
Nominated Responsible Person (Contact details)	
Parts of the premises required:	
Main church hall	<input type="checkbox"/>
Downstairs meeting room (suitable for up to 15 people)	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Date of hall booking or Days and frequency of the booking	
Time when rooms are required	
Type of activity taking place	
Number of people you expect to attend your event:	
Signature of Hirer	Date
Deposit: £ Balance: £ Total hire fee: £	Please return completed form to: The Church Secretary Orchard Baptist Church 23 Blackheath, Colchester CO2 0AE.