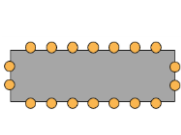
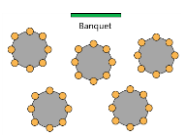
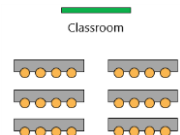
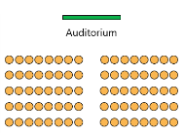
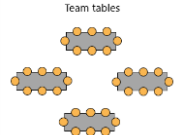


**Hire & Use of the Church
Premises – Booking Form**



SECTION A – DETAILS OF THE BOOKING:

Date of booking Form:

Name of User: (Organisation and contact name)					
Address:					
Contact Tel No:			Email address:		
Day(s) and Date(s):			Start & End Time(s):		
Room(s) required:			Numbers attending:		Charge:
How should the room be set-out? (please tick to select – please note some styles may not be available in some rooms)	Boardroom	Banquet	Classroom	Theatre	Team
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					
What is the event? (Give a brief summary of what will take place during the period hire)					
Other facilities required (e.g. flipchart, use of whiteboard, projector screen or TV with connections for laptop)					
Do you require any of the following refreshments?	Refreshment options (available weekdays only) (see overleaf for further options)				Please tick to select
	Breakfast (available 7.30am to 9am - £4.50 per person) A delicious selection of pastries, cookies and fresh fruit, served with a choice of tea, coffee and juice				<input type="checkbox"/>
	Mid-morning refreshments (available 9am to 11am - £2.50 per person) A selection of tea, coffee and biscuits				<input type="checkbox"/>

	Lunch (available from 12pm to 2pm - £7 per person) A selection of sandwiches, crisps, cake and fruit and served with a choice of teas and coffees	
	Afternoon refreshments (available 2pm to 3.30pm, £3.50 per person) A selection of delicious cakes and cookies served with a choice of teas and coffees	
Are there any special dietary requirements of those attending?		
Other comments:		

I request the booking, as shown in Section A. I confirm that this meets the criteria of the Church's Letting Policy and accept the conditions of hire, as stated in sections B and C overleaf.

Signed (User)

Please print name

On behalf of (Name of Organisation – if applicable)

Confirmation of Booking:

I confirm on behalf of the church, that the booking as indicated on this form is accepted, subject to the conditions of hire overleaf

..... (ROMFORD BAPTIST CHURCH)

SECTION B – OUR POLICY

We expect that those using the premises will recognise that this is a Christian church and will seek to respect the values and purposes of a church and be respectful of the Christian faith. We would therefore expect Users to avoid causing any offence or undertake any activity which conflicts with the religious convictions of the Church's members. Therefore:

- The premises should be used for legal, ethical and moral purposes, only.
- There should be no element of worship, other than Christian worship, included in the event.
- The premises should not be used for any activity which contravenes acceptable levels of decency (as determined by the leaders of Romford Baptist Church).
- The User may be a profit-making or voluntary organisation, a community group, charitable organisation or business, or be an individual, provided all criteria are met.

Use of building for Bible studies, acts of worship and prayer meetings:

In order to maintain the integrity and preserve the teachings of the church, the use of any part of the building for Bible studies, acts of worship and prayer meetings or similar activities, will only be available to recognised church leaders of churches who are in good standing of "Churches Together in England" and at the discretion of the Ministers of RBC. The building will not be available for informal groups other than that which is made up of the membership of the RBC congregation. We reserve the right to cancel any lettings that breach this guideline without notice.

The Church reserves the right to decline any requests which, in our opinion, do not meet these conditions.

SECTION C – CONDITIONS FOR THE USE OF THE CHURCH PREMISES (This covers the whole site):

The Church = Romford Baptist Church (RBC)

The User = the person or group hiring the premises

1. The Church retains control, possession and management of the accommodation and the User has no right to exclude the Church from the premises.
2. The User is responsible for any damage to the premises or the church's fixtures, fittings, or equipment (other than fair wear and tear), which is occasioned in any way by the use of the accommodation.
3. The premises may only be used by the User and for the purpose and period indicated on the Booking Form. This will include time needed for setting up for the event and clearing away after. Should the booking overrun, the User will incur an extra hourly rate charge. The User will inform the individual accepting the booking on behalf of the Church of their requirements for the provision of refreshments and shall be responsible for any extra charges thereby incurred.
4. After use, the accommodation 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 hiring.
5. The User must ensure that no person smokes and that no alcohol is supplied or consumed, or that no gambling of any kind takes place on the premises.
6. The User must not leave any equipment, furniture or articles of any kind in the premises, unless by prior written agreement from the Church.
7. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the Church's responsibility for the general maintenance of the accommodation, and the User will keep the Church indemnified against any claims for which the Church is not responsible. The User should have appropriate public liability insurance for their activities.
8. The User has a responsibility to notify the Church of any defect in the accommodation or in any of the Church's furniture or equipment in the accommodation.
9. The User shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Authorities, the Fire Authority, the Local Authority or otherwise.
10. The User shall not sub-let or use the premises for any unlawful purposes or in an unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or invalidate any insurance policies of either themselves or the Church.
11. In accordance with the Counter Terrorism and Security Act 2015, the User will ensure that the venue and resources are not used to provide a platform for extremists and are not used to disseminate extremist views or materials.
12. The User shall, if selling goods or services, on the Church premises comply with Fair Trading Laws and any local code of practice issues in connection with such sales. In particular, the User shall ensure that the total price of all goods and services are prominently displayed, as shall the organiser's full name and address, and that any discounts are based solely on Manufacturers Recommended Retail Price
13. The User must check all Health & Safety aspects of their proposed use, while on the premises and is responsible for their own activities. This includes their own electrical equipment which they may they bring onto the premises. All electrical appliances must have a current PAT test in place.

14. The User must have appropriate Safeguarding policies in place, for minors and vulnerable adults, and current Disclosure and Barring Services (DBS) checks must have been satisfactorily completed where relevant.
15. The User should be aware of others on the premises, or nearby residents, and take all reasonable steps to avoid causing them undue disturbance or inconvenience, through excessive noise or other means, including the use of the car park.
16. The User must co-operate fully with the appointed authorised key-holder from the Church.
17. A deposit of 25% of the agreed hire charge will be required at the time of booking. The balance of the hire charge should be paid at least two weeks prior to the event. Payment may be made in cash, by cheque or by BACS direct to the church's bank account.
18. For the provision of refreshments, a non-refundable deposit of 50% of the total cost of the refreshments is required at the time of booking. The balance should be paid at least two weeks prior to the event. Payment may be made in cash, by cheque or by BACS direct to the church's bank account. Should there be the need to cancel the event and the order of refreshments has been made, 2 working days' notice is required for orders up to 15 people and 10 working days' notice for orders over 15 people.
19. The user must provide at least 2 working days' notice should they choose to cancel the room booking only.
For any refreshments that may have been ordered, 2 working days' notice is required for orders up to 15 people and 10 working days' notice for orders over 15 people.
If this notice is not given then the church may still charge the full cost of the room hire and refreshments.
20. Hire of the premises does not guarantee use of the car park which may be full on busy days. The User agrees to supervise the car parking so as to avoid obstructing the exits and entrances outside of normal business hours.
21. The user must complete the attached First Aid form (P4) in the event of an accident. Please refer to the First Aid form for further information.

The Church may terminate this agreement, or withdraw approval for an event at any time if:

- a. there is a breach of these conditions by the User, or if the event is found to be in contravention of our Letting Policy;
- b. the Church requires the allocated room(s). Every effort will be made to avoid this, or provide an alternative venue, if available, and we will give as much notice as possible.



External Groups First Aid Form

Users are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the user to ensure that the premises are safe for the purposes for which they intend to use them.

Users of Romford Baptist Church are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the users after the event.

First Aid boxes are kept in the nearest kitchen to all areas available for hire.

1. Name (s) - Of person injured

Address

Telephone Number

2. Exact time and place of the occurrence
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved
4. Name, address and telephone number of any witness(es) to the accident
5. Signed witness statements should be obtained if possible.

By ticking this box I give my consent for staff and volunteers of Romford Baptist Church to disclose my personal information and details of the accident which appear on this form to safety representatives within the church for them to carry out Health and Safety functions given to them by law.

The hirer must notify

Property & Facilities Officer at Romford Baptist Church, Main Road, RM1 3BL on 01708 743 382 (option 4) or by email to office@romfordbaptist.org.uk as soon as possible after the accident but in any event within 24 hours

Please pass this form to the Romford Baptist Church Key holder