

# High Street Baptist Church - Tring

## Room Hire Agreement and Conditions

### Conditions of Hire 2017

#### 1. Hire Charges

- 1.1 Hire of hall **£15 per hour** (or part thereof). Minimum charge of £30. £150 maximum charge for a day.
- 1.2 Hire of meeting room **£10 per hour** (or part thereof). Minimum charge of £20. £80 maximum charge for a day.
- 1.3 Hire of worship area (church) and foyer **£25 per hour** (or part thereof). Minimum charge £50. £250 maximum charge for a day.
- 1.4 Hire of foyer only **£10 per hour**. Minimum charge of £20. £80 maximum charge for a day.
- 1.5 Minimum hire period is 1 hour. A maximum of ½ hr is permitted before and after, for setting up and clearing away. The hire charge and deposit must be paid before hire.

#### 2. Cancellation

The church reserves the right to cancel any booking, although every effort will be made to give as much notice as possible and at least one week's advance warning.

#### 3. Insurance

- 3.1 Our Public Liability Policy does not extend cover to groups or individuals using the hall who are not under the control of our church. Therefore, you must arrange your own Public Liability Insurance.
- 3.2 By signing the attached copy of these conditions (and returning it to the Office Manager, High Street Baptist Church, 89 High Street, Tring, HP23 4AB) you acknowledge that it is your responsibility to indemnify this church, including claims arising from third parties, and you confirm that you, or the organisation which you represent, carry Liability Insurance with a public liability of at least £2,000,000.

#### 4. Emergency/Fire Precautions

- 4.1. You must familiarise yourself with the **fire exit signs**, which are clearly visible throughout the building.
- 4.2 You must familiarise yourself with the **fire alarm procedure**, which is clearly visible outside the office next to the fire safety control panel.
- 4.2 You and other responsible adults must know where the fire extinguishers are located (inside the main entrance door, in the worship area and on the left-hand side as you enter the kitchen). A fire blanket can be found on the wall in the kitchen.
- 4.3 The main entrance door in the disabled cloakroom area, and entrance doors near the office **must be unlocked at all times while the hall is in use**. (Please remember to lock these doors before you leave.)
- 4.3. A pay telephone is available in the passageway leading to the main hall. No payment is required for 999 calls.

## 5. 'Safe from Harm'

5.1 High Street Baptist Church has undertaken to abide by this Home Office Code of Practice when dealing with children and young people. Would you please confirm, by signing a copy of this document, that you are familiar with this Code of Practice, and have an understanding of its guidelines in relation to work with children under 18 years of age. (A copy of 'Safe from Harm' can be borrowed from the Church Administrator or downloaded from our website.)

## 6. Premises

6.1. The church premises must be left clean and tidy. There is a vacuum cleaner (in the cupboard behind the kitchen in the foyer) and other cleaning equipment in the lobby outside the kitchen. Please clear away any spillage of art materials, drinks, play equipment, etc. whether in the hall or kitchen, and remove your own rubbish. All equipment kept at the church must be tidied away. Stainless steel units in the kitchen must be cleaned down with a damp cloth only. The kitchen may be used only for preparing and serving hot and cold drinks. See Equipment Hire Agreement for hire of kitchen for food preparation.

6.2 As an **Eco Church we encourage all who use the premises to be as environmentally friendly as possible**. You are more than welcome to use our plates and cutlery for your event, or to bring your own reusable items. If using disposable items (plates, cutlery etc), we encourage you to purchase biodegradable items that can be placed in a compost bin after use and to recycle as much as possible of food packaging materials.

6.3 Please use the appropriate bins for your rubbish; sacks of rubbish may only contain non-recyclable waste; all recyclable waste must be either placed in the blue-lidded bin or taken away for recycling; if there are sacks of non-recyclable rubbish left after you have used the hall that will not fit into the large wheeled bin provided in the side alley, these must be taken home.

6.4 Notice boards: Groups may use notice boards during the hire time but they must remove all posters, pictures, etc. on leaving. Please do not put pins in the woodwork. Signs displayed outside the church shall be limited to those indicating which entrance is to be used. Any form of external advertising (posters or signboards for example) must be applied for and approved in advance by the Church Administrator.

6.5 Any property or belongings left on church premises are entirely at the owner's risk; the church will bear no responsibility for lost items.

6.6 Please ensure that all the lights and other electrical appliances are turned off and that the premises are secure before leaving. Repeated failure to comply with this may result in termination of your hire agreement.

6.7 Please note that the area at the front of the church is only for loading and unloading. There is no parking at church for those hiring the premises; please use the car park opposite or other nearby options.

6.8 Under no circumstances may alcohol be sold on the church premises. Alcohol may never be served in the church sanctuary (worship area). For some events (other than private parties) alcohol may be served in the church hall with the prior agreement of the Church Administrator.

## 7. Private Parties

7.1 A 'private party' is defined as an occasion not connected to a church event or service. It will usually be a party that has been booked by someone who is not a member of the church congregation and in these circumstances might therefore include, for example, a business meeting or funeral reception. If a reception is being held following the funeral/dedication/marriage or other service held for a church member, or the spouse or child of a church member, with church members in attendance, then this would not usually be considered a 'private party'.

7.2 A deposit of £200 is required, payable in advance. This will be refunded on confirmation by a representative of

High Street Baptist Church that no damage has occurred.

7.3 No alcohol is permitted at private parties on church premises. For other events (that are not defined as private parties), interval drinks, for example, may be served in the church hall (see paras 6.6 and 7.1 above). **If you intend to serve alcohol at your event**, please discuss your plans with the Church Administrator to get approval.

7.4 There must be a minimum of 2 adults (over 21) in full-time attendance for children's and young people's parties. There must be at least 1 adult for every 8 children aged 4 and over and the ratio must be at least 1 in 4 for children aged 3 and under.

7.5 The use of 'bouncy castles', or similar inflatables, is prohibited on our premises.

## **8. Regular Group Hire**

8.1 Fees are payable at the end of each term/session. Church keypad details will be provided for entry. A £50 deposit is required, which is refunded at the termination of the hire.

8.2 Groups will be invoiced at the end of each term. If for any reason a group cancels a session without providing 30 days' notice to the Church Administrator they will still be charged the £30 minimum hire fee. There will be no charge for sessions cancelled with adequate advance notice, but no more than 2 such cancellations should be made in each quarter (Jan-Mar; Apr-Jun; July-Sep; Oct-Dec). Payment should be made by bank transfer or by cheque, made payable to High Street Church and passed to the Church Administrator, who will issue a receipt.

8.3 Failure to pay within 14 days of the due date will result in the group being asked to remove all belongings from the church hall. No further lettings will be permitted until full payment is received.

## **9. Surcharges:**

9.1 A deposit of £25 is required, payable in advance. This will be refunded, on confirmation by a representative of High Street Church that no damage has occurred.

9.2 A surcharge (minimum £25) will be deducted from the deposit if:

- The premises are deemed by an official of High Street Baptist Church to be in an unsatisfactory condition after hire.
- The premises are left unlocked after hire.

**All bookings to: Office Manager, High Street Baptist Church, 89 High Street, Tring HP23 4AB**

**E-mail: [admin@tringbaptistchurch.co.uk](mailto:admin@tringbaptistchurch.co.uk)**

**Tel: 01442 824054**

# High Street Baptist Church - Tring

## ROOM HIRE BOOKING FORM

Please sign below to indicate that you have read and understood these conditions of hire.

Name: ..... Type of event: .....

Organisation (if applicable): .....

Address:.....

.....

Telephone:..... Email:.....

Room(s) requested: .....

Occasional hire ( ) Regular hire ( ) *Tick which one applies*

Hire Date(s) ..... From .....am/pm to .....am/pm

Hire Date(s) ..... From .....am/pm to .....am/pm

Hire Date(s) ..... From .....am/pm to .....am/pm

Any additional details: .....

.....

Signed ..... Date .....

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E-mail: [admin@tringbaptistchurch.co.uk](mailto:admin@tringbaptistchurch.co.uk)

Tel: 01442 824054

**Payment by cheques payable to 'High Street Church' or alternatively by a BACS transfer**

### Office use only:

Room(s) available Yes [ ] No [ ]

Free charity hire/Charge .....

Invoice sent [ ]

Payment made [ ]