

High Street Baptist Church - Tring

Equipment Hire Agreement

Conditions of Hire 2017

1.0 Equipment

1.1 Hire of equipment is separate from venue hire. Equipment hire may be required in conjunction with venue hire, or in isolation.

The following items are available for hire:

- Audio-visual equipment in worship area (while on premises only)
- Kitchen equipment including cooker, bain-marie (while on premises only)
- Potato-baking oven
- Tables and chairs from hall
- Toys

2.0 Charges

Item	Detail	Off-site	On-site
Audio-visual equipment	Computer, projector, microphones <u>and</u> operator from the church	Not applicable	£75 per session
Microphone and PA	Screen, PA equipment, including microphone, hearing loop	Not applicable	£5 per session
Kitchen equipment <small>*serving from the kitchen; preparation of hot drinks or only warming food, is included in hall hire</small>	Use of pots, pans, cooker, etc. for food preparation	Not applicable	£25 per session
Potato-baking oven		£2 per session	Included in kitchen equipment hire
Tables (assorted sizes)	Folding tables from hall	£2 per table per session	Not applicable (included in room hire)
Plastic chairs	Plastic chairs from hall	£5 per session for 20 chairs	Not applicable (included in room hire)
Toys		Not applicable	£5 per session

Any other items requested will be charged for on a case-by-case basis and subject to approval from the leadership team.

A session is a morning or afternoon, up to 3 hours. If time exceeds 3 hours a second session will be charged.

2.1 The minimum hire period is 1 session (of 3 hours).

2.2 The hire charge must be paid, and the terms of hire must be signed, before use of equipment.

2.2 Any loss or damage to the item hired will be charged for, at the cost of repair or replacement of the item.

2.3 Any hire of equipment by registered charities will be free of charge, subject to approval by the leadership team.

3.0 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.

4.0 Conditions of hire

- 6.1 Equipment must be used responsibly and left in the condition in which it was found.
- 6.2 Stainless steel units in the kitchen must be cleaned down with a damp cloth only.
- 6.3 Any transportation of equipment used off the premises is the responsibility of the hirer.
- 6.4 Users of the kitchen must comply with The Food Safety and Hygiene (England) Regulations 2013 (as amended), a summary of which is displayed on the kitchen wall.

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

Name Details of event

Organisation (if applicable)

Address.....

Telephone Email.....

Equipment requested:

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Hire Date(s) Fromam/pm toam/pm

Any additional details

If any item of hire is lost or damaged, I agree to pay the cost of replacement or repair of said item []

The late return of any item is subject to a charge at the hourly hireable rate, and I agree to pay this []

Signed Date

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

E-mail: admin@tringbaptistchurch.co.uk

Tel: 01442 824054

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