

High Street Baptist Church - Tring

Room Hire Agreement Terms and Conditions

Updated November 2022

1. Hire Charges

Hire of hall **£21 per hour** (or part thereof). Minimum charge of £42. £210 maximum charge for a day.

Hire of meeting room **£14.50 per hour** (or part thereof). Minimum charge of £29. £145 maximum charge for a day.

Hire of worship area (church) and foyer **£34 per hour** (or part thereof). Minimum charge £68. £340 maximum charge for a day.

Hire of foyer only **£18 per hour**. Minimum charge of £66. £180 maximum charge for a day.

1.2 A maximum of ½ hr is permitted before and after hire period, for setting up and clearing away.

2. Terminology

Private hire – an individual hiring for a personal event where all attendees are known to the hirer e.g. birthday party, wedding anniversary celebration, reception for wedding or funeral.

Group hire – a community group or organisation hiring for a group event. Such a group may hire for a one-off event or long-term letting

Long term letting – a hire for several events during the year (weekly, monthly etc)

Decisions to let the premises will be based on availability and Lettings Policy. All new applications for long-term hire need to be approved by the Church Secretary and may be referred to the Leadership Team. Lettings to groups or individuals may be refused if they conflict with the purposes of the church or cause offence to others in their ethos or aims.

2.1 Private hire

2.1.1 The hire charge must be paid before hire.

2.1.2 No alcohol is permitted at private parties on church premises.

2.1.3 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.

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

2.2 Group hire

2.2.1 A group need their own safeguarding policy and public liability insurance. Such a group may hire for a one-off event or long-term letting.

2.3 Long term Hire

2.3.1 All new applications for long term hire need to be approved by the Church Secretary and if deemed necessary the Church Leadership Team.

2.3.2 A £50 deposit is required, which is refunded at the termination of the hire.

2.3.3 Groups will be invoiced at the end of each term or an arrangement as agreed. If for any reason a group cancels a session without providing 30 days' notice to the Church Administrator they will still be charged the 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.

2.3.4 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.

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 Insurance

4.1 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. (Private hire users are exempt from this requirement).

4.2 By signing the attached Booking Form (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. For long-term bookings a copy of your Public Liability Insurance will be required.

5. Emergency/Fire Precautions

5.1 You must familiarise yourself with the **fire exit signs**, which are clearly visible throughout the building.

5.2 You must familiarise yourself with the **fire alarm procedure**, which is clearly visible outside the office next to the fire safety control panel.

5.3 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.

5.4 **Escape routes and emergency exits are to be kept clear at all times.** The double 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.).

5.5 A pay telephone is available in the passageway leading to the main hall. No payment is required for 999 calls.

6. Safeguarding

6.1 High Street Baptist Church has a Safeguarding policy which follows the Baptist Union safeguarding guidance, 'Safe to Belong', and can be downloaded from our website (www.tringbaptistchurch.co.uk/safeguarding/). For

group/organisation bookings please indicate on the booking form that you have your own safeguarding policy and named person for safeguarding.

7. 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; dry recycling and non-recyclable waste. If there is no space in the bins, please take home your rubbish.

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 The use of **smoke machines** is prohibited on our premises.

6.8 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.

6.9 Under **no circumstances may alcohol be sold on the church premises. Alcohol may never be served in the church sanctuary** (worship area). For other events (that are not defined as private parties), interval drinks, for example, may be served in the church hall. **Users intending to serve alcohol at an event**, should discuss their plans with the Church Administrator to get approval.

6.10 **Audio-Visual (AV) Equipment is available in the worship area**, but should only be used by suitably trained individuals. Please note that Church does not hold a TV licence and, therefore, no TV programmes should be watched or recorded at the time they're broadcast or via catch up and on demand services, such as BBC iPlayer.

In certain circumstances the church may be able to provide staff to operate the AV equipment for a user for an agreed fee.

6.11 A **door code** will be provided for hirer to gain access to the building.

8. Surcharges:

8.1 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.

8.2 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.

High Street Baptist Church - Tring

ROOM HIRE BOOKING FORM

Private Hire

Group/organisation hire name

Is your group/organisation a registered charity Yes No

Name: Type of event:

Address:.....

.....

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

Room(s) requested:

Hall/worship area/foyer/meeting room

Occasional hire Regular hire Tick which one applies

Hire Date(s) Fromam/pm toam/pm

Hire Date(s) Fromam/pm toam/pm

Hire Date(s) Fromam/pm toam/pm

Any additional details:

.....

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

Signed Date

For groups only (not private hire)

I confirm we have a Safeguarding policy and named person responsible for safeguarding

I confirm we have Public Liability Insurance and have provided a copy of this

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 can be made by cheques payable to 'High Street Baptist Church' or by a BACS transfer

Office use only:

Room(s) available Yes No

Public Liability Insurance provided/NA

Free /charity hire/charge £.....

Invoice sent Payment made

Issued guidelines

Issued door code _____