



## Equipment Hire Agreement

### Conditions of Hire 2026

#### 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)
- Wine glasses
- Tables and chairs from hall
- Toys

#### 2.0 Charges

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

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

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

#### 3.0 Cancellation

3.1 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 1 week's advance warning.

**4.0 Conditions of hire**

- 4.1 Equipment must be used responsibly and left in the condition in which it was found.
- 4.2 Stainless steel units in the kitchen must be cleaned down with a damp cloth only.
- 4.3 Any transportation of equipment used off the premises is the responsibility of the hirer.
- 4.4 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:  
.....  
.....  
.....  
.....

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

Any additional details .....

**If any items 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

Email: [admin@tringbaptistchurch.co.uk](mailto:admin@tringbaptistchurch.co.uk) Telephone: 01442 824054

**Payment by BACS transfer is preferable, please contact us if you want to use an alternative method of payment.**