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# Facilities Hire: Terms and Conditions

## Bookings, Payment and Cancellations

1. Provisional Bookings may be made by email (bookings@yiewsleybaptistchurch.com or by calling 01895 548004). They should then be confirmed either by email or in writing.
2. Provisional bookings will only be regarded as firm once a refundable deposit of £50 has been made. The deposit will be refunded within 14 days of the hire date if we are satisfied the facilities have been left in a suitable condition following the hire period or if the booking is cancelled with at least 7 days notice.
3. The balance of the hire fee must be received one week before the event. Non-receipt of the amounts due prior to the event will result in the cancellation of the event. The only exceptions to this are for those making regular bookings with us and have made satisfactory payment arrangements with us.
4. Cancellations require a minimum of seven days notice to qualify for refund of the hire fee.
5. The Church reserves the right to move a booking to a different location or cancel it on a particular date if an urgent and unexpected church need arises. Such cancellations will be kept to an absolute minimum and adequate notice will be given.

## Health and Safety

1. The hirer must comply with the provisions of the Church’s health and safety policy and must ensure that all those using the premises are aware of the appropriate safety procedures.
2. The hirer must undertake their own risk assessments covering their specific activities.
3. We require a Responsible Person on site for the whole duration of each booking. The Responsible Person must sign in, accepting responsibility for the group including responsibility for evacuating the group if the fire alarm sounds. If the group includes a disabled person who would have difficulty getting out quickly, a plan must be agreed for action beforehand in the event of an emergency evacuation. When all members of the group have left the Responsible Person must sign out.
4. In the event of an emergency evacuation, the Responsible Person should put on a high-visibility jacket stored in holders by Fire Exits (so long as there is time) and ensure that all members of the group have left the building. He/she should then report this fact to the person in overall charge at the Assembly Point - on grass area opposite the church.
5. Hirers seeking to use their own electrical equipment on the premises must seek permission from the church. Where this is allowed by prior agreement with the Church, the hirer must ensure that any portable electrical equipment brought onto the premises conforms to British Safety Standards.
6. The number of participants given on the booking form must not be exceeded.
7. Corridors and emergency exits must NEVER be obstructed. Furniture or equipment belonging to a hirer must be kept within the room(s) hired. Groups requiring a waiting area may book a separate room; corridors must not be used for this purpose.
8. First Aid supplies are available in the kitchen and the church.
9. Preparation of food on Church premises is permitted only by prior agreement with the Church. Where this has been agreed, the preparation must comply with all Food Hygiene legislation.
10. After the use of the accommodation it 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 and the hirer must ensure that all lights are turned out and all doors and windows properly secured.
11. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

## Liability

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 accommodation may only be used by the hirer for the purpose and during the period indicated on the application form submitted to the church.
3. The hirer is responsible for the cost of any damage to or loss of church property and for the cost of exceptional cleaning required after an event if the room is not left as it was found.
4. The Church accepts no responsibility for any loss of or damage to any property (including personal property) arising out of the hirer’s activities whilst using the premises or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, riot restrictions, government restriction or act of God which may cause the church premises to be temporarily closed or the function interrupted.
5. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church’s furniture or other equipment in the accommodation.
6. The hirer confirms that it has adequate insurance in force for all liabilities which could arise, including death or personal injury to third parties or damage to church property or the property of others, arising out of their occupation and activities whilst at the premises.

## Licensing and Statutory Compliance

1. Yiewsley Baptist Church has adopted Baptist Union of Britain’s policies for safeguarding children & young people (*Safe to Grow*) and vulnerable adults (*Safe to Belong*). All groups hiring the facilities on a regular basis for children, young people and/or vulnerable adults must accept the terms of the church’s policies for safeguarding or provide copies of their organisations own policy.
2. Where the booking involves children, young people or vulnerable adults, the hirer is responsible for their safety and for obtaining the necessary DBS clearances for those taking responsibility for the event.
3. The hirer is responsible for obtaining any local authority or other licenses necessary in connection with the booking and for complying with all statutes and local government regulations in connection with the use of the room(s).

## Miscellaneous

1. The church does not permit the hire of the facilities for use for children’s birthday parties (with the exception of Church Members); by non-Christian faith groups looking for a place to worship; or individual political parties or politically biased events (though we welcome opportunities for non-partisan political discussion and debate).
2. Access to the booked room(s) will be available from the Time of Arrival until the Time of Departure agreed at the time of booking. Booking times must include provision for setting up and clearing up.
3. Smoking is NOT permitted on the premises.
4. The consumption of Alcohol is NOT permitted on the premises.

**Yiewsley Baptist Church**

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