

Room Hire Policy

1. Introduction

The principal purpose of Speke Baptist Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

Premises owned by Speke Baptist Church (SBC) and the Noah's Ark Centre (NAC) will be available for hire for the following purposes:

- For the provision of any medical or health services
- As a Creche, day nursery or day centre
- For the provision of education
- As a public hall
- For Christian public worship or instruction
- For social events

2. Process

Persons wishing to hire the premises must complete a written application and provide a **Deposit of £50** at least seven days before the proposed event. Room hire rates are as shown in the accompanying document. A discount will normally be applied for local community groups hiring the premises.

3. Restrictions

SBC and the NAC reserve the right to restrict the availability of premises if the proposed use could cause offence to persons who hold to the church's statement of faith, beliefs or doctrines or if the purpose of the organisation wishing to hire the premises conflicts with the purpose of the church or could cause conflict with the strongly held religious convictions of a significant number of the church's members. For this reason, full disclosure of the precise nature of the event at the time of booking must occur. Failure to fully disclose the nature of the event may result in termination of the contract.

4. Public Liability Insurance

The church's Public Liability Insurance Policy gives cover for the use of its premises by outside organisations or individuals. If an outside organization becomes a regular user of the premises, an additional premium may be required

and the cost of this will be discussed with the organization involved. Although the Church is responsible for the safety of the premises, the users of the premises are required to take responsibility for the activities they are carrying out. For this reason in appropriate cases the organisations or individual carrying on the activity should be required to produce evidence of their own public liability insurance cover so that should there be an injury because of the activity itself, compensation will be payable. In this case, the hirer should produce evidence of their own insurance.

5. Regular Hire

If part of the church premises is exclusively let to an outside organization the Rating Authority may then take the view that the particular part of the premises would cease to be church premises and would be given a rateable value. In these circumstances the tenant will be responsible for paying business rates required and a proper lease arrangement will be agreed.

Application Form for Hire of Premises

1. Contact Details

Name of organisation/person wanting to hire premises:

Address:

Post code:

Telephone No. :

Mobile No.:

Contact Person Responsible for Booking:

2. Description of proposed activity:

3. Dates and times required:

4. Room(s) required:

5. Audio visual equipment requirements

6. Name, address and telephone number of person supervising the activity (if different from the person responsible for the booking):

7. In the case of activity involving children has your Organisation agreed to comply with the Government's suggested Guidelines 'Safe from Harm'? **YES / NO**

8. Is your organisation a charity? **YES/ NO**

9. Has your organisation used the church premises before? **YES/ NO** If yes, when?

I confirm that the hiring conditions on the reserve side of this form are accepted and I enclose a cheque for £50 being a deposit.

Signed: Date:

Confirmation of booking (to be completed by the Church Officer)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the hiring conditions overleaf and to the payment of the agreed fee of £.....

Signed: Date:

Conditions of Use

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
5. The church may be entitled at any time on giving reasonable notice to the User require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building.
6. 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. SBC/NAC reserves the right to charge a reasonable fee for cleaning and rubbish disposal if the premises are left in disorder. Alternatively a cleaning charge can be paid up front. Please advise reception immediately if the room you have booked is not tidy and clean.
7. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed unless by prior written arrangement.
8. Events which exceed acceptable noise levels (as determined by Liverpool City Council) will be subject to termination by SBC/NACC. No refund will be made arising from this incident. Please note that all evening events must finish and the building vacated by 21.00 hours (due to current planning constraints)

9. 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.
10. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
11. 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. SBC reserves the right to charge for any repairs and renewals necessary following damage caused to the premises by the hirer or its tenants or agents.
12. All advertisements for events at the premises require the prior written consent of SBC/NAC and a copy must be submitted for approval before going to press. The hirer must agree not to erect any decorations, exhibitions or displays on the premises without prior written consent. Any such items must be non-flammable and shall be removed by the hirer by the end of the event.
13. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures. The Hirer should set aside enough time prior to the event so that the key holder can communicate essential safety information.
14. If contracted caterers are to be used for an event, the hirer must get the written permission of SBC/NAC. It is the hirer's responsibility to check that any caterers are suitably qualified and aware of the relevant health and safety requirements that befits the function. Use of the kitchen is subject to extra charges. It is essential that the kitchen be left clean and tidy, that all utensils are washed, dried up and put back into the correct place and that ovens and hobs are switched off and cleaned. SBC reserves the right to charge for cleaning if this is not the case.
15. The hirer must be aware of the risks of leaving property, equipment, coats, bags etc unattended on the premises at any time
16. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
17. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document "Safe from Harm".