

## Burlington Baptist Church Room Hire

### GENERAL INFORMATION and BOOKING REQUEST FORM

Room Name	Theatre Style (Max no people)	Café Style (Max no people)	U style (Max no people)	Open Party Area (Max no people)	Hourly Rate Daytime	Evening Hourly Rate Applies after 6pm
Carey Hall	150	120	60	250	£15	£20
Morris Room	60			60	£10	£15
Spurgeon Room	60			60	£10	£15
Bentley Room	60			60	£10	£15

**£10 Discount applies for every 4 hours of booking per room! Ask us about this at the time of booking.**

**Optional extra: tea and coffee - £0.50 per person.**

**Other items that are available on request include: Flip chart/pens, DVD player, projector and screen. Additional charges will apply. Please ask us for the specific charges at the time of booking.**

#### The following will apply to all users of the church building:

- There are some restrictions on the use of the building. (Please check before booking.)
- We are a 'non smoking' building.
- We have a 'no alcohol' policy.
- There is short-term on-site car parking for people with disabilities, or for unloading, otherwise please use nearby car parks or roadside parking. No parking is allowed on the drive beside the main Church Hall (Carey Hall) – more information is available on request. Please also remember that parking is at the owner's risk.
- Please note that we are not available for Sunday hiring.
- All room bookings are subject to a minimum charge of two hours.**
- We ask that you be on time for starting and finishing, so that other people and other bookings are not affected. Please ensure that the length of time you book with us includes your setting up, clearing up and cleaning times. We really appreciate everyone's cooperation in this matter.
- We request a cheque for £50 as a deposit, which will be returned to you if the building is left in good condition.
- Hire charges may be adjusted by Burlington Baptist Church (BBC) as needed. Existing customers will be notified of any adjustments.
- Off-site caterers may be used for serving food. A charge will be incurred for the room/area used for lunch.
- Payments can be made in cash or by cheque. Please make cheques payable to Burlington Baptist Church.
- Full payment is required 2 weeks before the event. Failure to pay will result in cancellation and loss of deposit. If you have a long-term, regular booking with us, we still require payment 2 weeks in advance.**
- If your booking is confirmed and you then cancel, the following charges will apply:**  
 7 working days before the event = 50% of the hire charge;  
 Less than 7 working days before the event = 100% of the hire charge.

**Please return your completed form to:**

Church Officer, Burlington Baptist Church, London Road, Ipswich IP1 2EZ

## ROOM BOOKING and CONFIRMATION FORM

**Please complete in BLOCK CAPITALS**

<b>Name and address of hirer or organisation</b>		<b>Invoice details</b> <i>(if different)</i>
<b>Postcode</b>		
<b>Contact person</b> <i>(if different from above)</i>		
<b>Telephone</b>		
<b>Fax</b>		
<b>E-mail</b>		

**Event description**

Date of event	Time you want the room unlocked <i>(please include set-up time)</i>	Time you want the room locked <i>(please include cleaning-up time)</i>	Number of adults	Number of children	Total hours required

Room required and furniture layout <i>(tick box)</i>	Theatre style	Café style	U shape	Open party area
Please refer to Hire Charge sheet for maximum numbers.				
<b>Carey Hall</b>				
<b>Morris Room</b>				
<b>Spurgeon</b>				
<b>Bentley</b>				

Requirements	Chairs / Tables	Flipchart/DVD player/projector/screen	Toys	Tea/coffee <i>(number of people)</i>
<b>Number required</b>			<b>Age range of children</b>	

**Any comments – Please indicate if you need flipchart, DVD player, projector, or screen VERY SPECIFICALLY. We need to know what you need and how many! These are all at extra charge.**

**If you are booking for an organisation, is it a charity? YES/NO**

**I confirm that I agree to the room hire Terms and Conditions stated on this form and I enclose a cheque for £50 as a deposit. I also confirm that I accept the health and safety responsibility for this booking.**

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 letting conditions and to the payment of the agreed fee of £.....

Signed: .....

Date: .....

## **TERMS & CONDITIONS FOR THE USE OF THE CHURCH PREMISES**

- 1 The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50. The deposit will be refunded within ten business days of the hiring completion unless there has been any damage to the accommodation or the church's furniture and equipment for which the hirer 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 hirer has no right to exclude the church from the premises.
- 3 The hirer 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 that is occasioned in whatever way by the use of the accommodation.
- 4 The accommodation may only be used by the individual/organisation and for the purpose and during the period indicated on the application form submitted to the church. This purpose must not conflict with the purpose of the church. The hirer may only sublet the premises with the consent of the church.
- 5 The church may be entitled at any time on giving reasonable notice to the hirer to require the hirer 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 hire period and the hirer must ensure that all lights are turned off and all windows properly secured.
- 7 The hirer must ensure that during the use of the accommodation no person smokes and that no alcohol is supplied or consumed.
- 8 The hirer must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserves the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 9 The hirer 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 hirer will keep the church indemnified against any claims for which the church is not responsible. It is therefore recommended that the hirer obtain his/her own insurance cover as appropriate.
- 10 The hirer 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.
- 11 The hirer 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. If using the kitchen, the hirer will comply with all relevant food safety regulations.
- 12 Where the premises are to be used for activities that include children or vulnerable adults, the hirer agrees to comply with the appropriate statutory requirements and Government guidelines.
- 13 The church may terminate this agreement without notice at any time if there is a breach of these conditions by the hirer.
- 14 The church reserves the right to vary or waive charges in special circumstances.