

Room hire: 07563 748249
E-mail: roomhire@burlingtonbaptist.org.uk

ROOM HIRE AGREEMENT

This agreement is between Burlington Baptist Church and the following:

Name and address of hirer or organisation		Invoice details (if different)
Postcode		
Contact person (if different from above)		
Telephone		
E-mail		

Event description

	Room required (please tick box)	Day / dates of event	Start and end time of event (please include set-up and cleaning up time)	Number and age range of children; number of adults	Number of tables and chairs, if required	Sessional cost agreed (for admin use only)
Morris Room Ground floor, 8m x 5m. For up to 60 people. £11 per hour before 6pm; £16 per hour after 6pm						
Carey Hall Ground floor, 13m x 12m. Up to 150 people theatre style, or 250 if open party area. £16 per hour before 6pm; £21 per hour after 6pm						
Kitchen Ground floor. £11 supplement. Must be booked at same time as another room						

	Room required (please tick box)	Day / dates of event	Start and end time of event (please include set-up and cleaning up time)	Number and age range of children; number of adults	Number of tables and chairs, if required	Sessional cost agreed (for admin use only)
Morris Room, Carey Hall and kitchen, if booked together. £21 per hour before 6pm; £26 per hour after 6pm						
Spurgeon Room First floor, 8m x 7m. For up to 60 people. £11 per hour before 6pm; £16 per hour after 6pm						
Bentley Room First floor, 8m x 5m. For up to 60 people. £11 per hour before 6pm; £16 per hour after 6pm						

Please ask about discounts available for bookings over 4 hours, and for long term regular use

Start date of this arrangement:	(please see conditions below about notice of cancellation)
For occasional use, payment is due 2 weeks in advance of the event, plus a fully refundable deposit of £50. For regular and long term use, payment is due by 15 th of the preceeding month, plus a deposit of one month's rental.	
The person who is responsible for locking up and turning off all lights is.....	
Email.....	Mobile.....
Signature of keyholder.....	

I confirm that I agree to the room hire conditions stated on this form.
I accept the health and safety responsibility for this booking, including for food hygiene and child protection, as appropriate.
I have the necessary insurance cover for the activities for which I am responsible at Burlington (please see conditions of hire below, item 9)

Signed: Date:

Position in organisation:.....

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 fees.

Signed: Date:

The following will apply to all users of the building:

- ❑ There are some restrictions on the use of the building. (Please check before booking)
- ❑ 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 Carey Hall – more information is available on request. Please also remember that parking is at your own risk.
- ❑ We are not available for Sunday hiring.
- ❑ We ask that you be on time for starting and finishing, so that other people and bookings are not affected.
- ❑ Hire charges may be adjusted by the Church as needed. One month's notice of changes will be given to long term users.
- ❑ Payments may be by cash, cheque or electronically; cheques to be payable to Burlington Baptist Church.
- ❑ Failure to pay promptly as agreed will result in cancellation and loss of key access.
- ❑ If your booking is confirmed and you then cancel, the following charges will apply:
For one off use: 7 working days before the event = 50% of the hire charge;
Less than 7 working days before the event = 100% of the hire charge.
For long term and regular use: One month's notice required, failing which the deposit will be forfeited.

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 for a single use, or one month's deposit for long term use. The deposit will be refunded within ten business days of the hiring completion unless there has been any damage to the accommodation, furniture and equipment, or other loss for which the user is responsible. In this case 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 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 user to 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 hire period and the hirer must ensure that all lights are turned off and all windows properly secured.
- 7 The user must ensure that during the use of the accommodation no person smokes and that no alcohol is supplied or consumed.
- 8 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 reserves the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 9 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. It is therefore essential that the hirer obtain his/her own insurance cover as appropriate.
- 10 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.
- 11 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. 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 user 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 user, or if the user causes nuisance or inconvenience to others.
- 14 The church reserves the right to vary or waive charges in special circumstances.