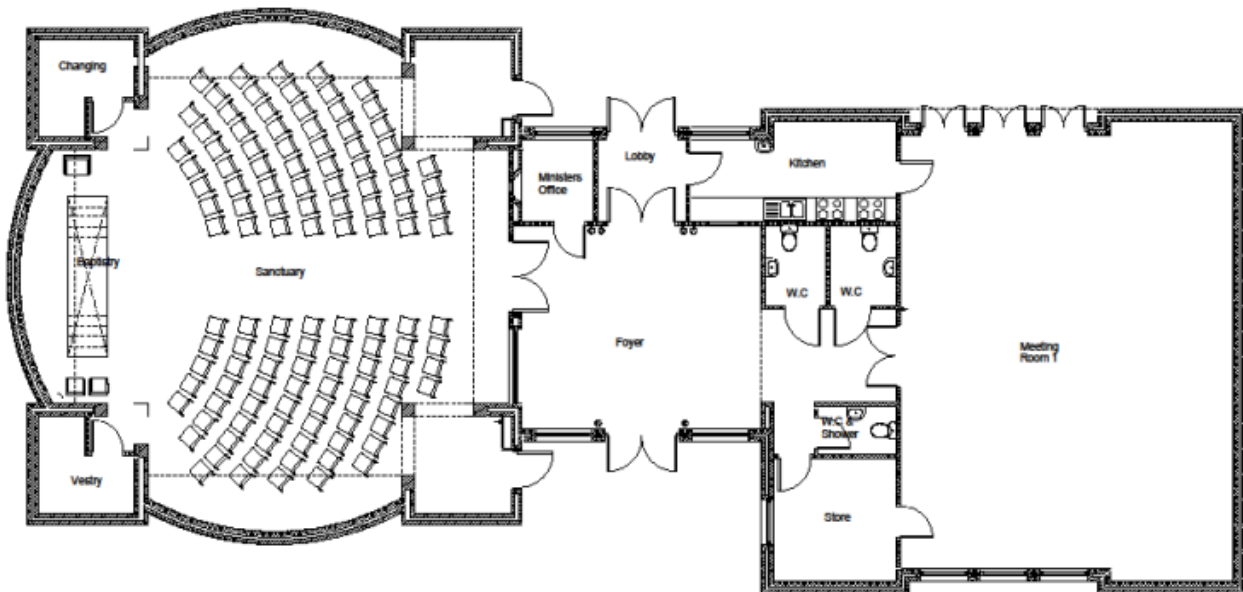


Hiring Dawley Baptist Church Building



At the top of Dawley Bank are some fantastic modern facilities where Dawley Baptist Church meets. These are available for the community to hire and enjoy.

Further details inside





Dawley Baptist Church - Hire charges 2018/2019

Room Rate per Hour

Community Room £15 per hour (AV system chargeable extra at £3 per hour).

Use of kitchen facilities is included with hire of the Community room.

Sanctuary £30 per hour includes use of AV system.

Weddings:

Minister's fee £190

Registrar's fee £36

Organist fee £50

Church fee £90

Wedding Certificate £4 (if requested on the day - £10 thereafter)

Funeral:

Minister's fee £180

Minister's travel £20

Organist fee £50

Church fee £90

If the building is being sought by another church for Baptismal or Concert purposes fees will be discussed on a per event basis – contact lettings@dawleybaptist.org.uk.

Building details

Sanctuary

The sanctuary is circular in shape with a diameter of 12.6 m. It has the capacity to seat up to 120 people dependent upon the chosen layout.

The room is equipped with a P.A. System, Radio microphones, Computer and DVD player and projector to motorised projection screen. The building is equipped with a 'T' loop for the hard of hearing. The church organ is a Yamaha 'Clavinova' and is connected in to the sound desk.

The Sanctuary has a natural overflow area for large meetings into the foyer - the glass panelling between the two rooms ensures visibility and the sound system connects in to the foyer. The foyer can be fed refreshments from the hatch in the kitchen.

Community room

Rectangular in shape (11.5m x 8.3m) the room can accommodate up to 60 people. The room is equipped with a P.A. System and feeds for CD's and audio jacks can be made in to it. The room also has a large screen Audio Visual system that can accept DVD's and/or computer feeds. This can be made available upon request.

The community room has easy access to the kitchen, toilets and the foyer. The community room also leads onto a paved patio area and small enclosed grass area at the front of the church.

Kitchen

A galley style kitchen suitable for catering for events has a large electric cooker, microwave and small fridge. In addition a hot water wall mounted boiler assists in the making of tea and coffees. Worktops are available for the preparation of food.

Toilets

Situated in the foyer are three unisex toilets each being able to cater for differing needs.

W/C 1 is specially adapted for persons with disabilities and has facilities for baby change.

W/C 3 has a specially adapted shower unit built in.

Once completed please return the form & deposit to:

Edward Davies, 36 Castlevue, Red Lake, Telford TF1 5EW

DAWLEY BAPTIST CHURCH – Hire Agreement

ETHOS

Our buildings are dedicated to the glory of God. They are a resource and will be used where appropriate for all aspects of the church's ministry as we seek to proclaim and live the Gospel of Jesus Christ. They are to provide a worshipping centre and a caring centre for the church family and the broader community. Motivated by the love of Christ for the world, we seek to meet the spiritual and practical needs of our community as we serve. We therefore aim to run/organise/enable activities that we consider to enhance the whole life of the neighbourhood as well as encourage appropriate community groups to use the facilities for the benefit of the local area.

CONDITIONS FOR THE USE OF CHURCH PREMISES

1 A booking form must be completed for each booking. The accommodation may only be used by the organisation and for the purpose indicated on this booking form. The user will not use any equipment or part of the church building which is not in the agreement.

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 We do not see the hire of the building as commercial enterprise. Generally the use of the building is by invitation, or agreement by the trustees of the church. If there has been any damage to the accommodation, furniture or equipment used by the hirer (other than fair wear and tear) the user is responsible for this and the church is entitled to charge for the cost of rectifying such damage.

4 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.

5 After the use of the accommodation it must be left in a clean and tidy condition with furniture and equipment left in the same position as at the commencement of the hire – unless previously agreed with a trustee (deacon) of the church. The user must ensure that all lights are turned out and all hatches, doors and windows are properly secured. Nappy bucket emptied if used, and a vacuum of the floor if mess has been made. If the kitchen has been used all appliances must be switched off and cleaned; used tea towels must be taken away, laundered and returned and no food should be left behind.

6 The user must not leave any equipment, furniture or articles of any kind in the accommodation unless by prior written agreement with the Church Secretary who reserves the right to negotiate the provision of any such specified and agreed storage facilities.

7 The user must ensure that, during the use of the accommodation, no activity considered inappropriate or contrary to the ethos of the church takes place. No smoking, illegal substances or demeaning material brought onto the premises.

8 The user must not allow any profit making/fundraising activities without prior consent. Please make any requests to the Secretary (secretary@dawleybaptist.org.uk) with at least 2 weeks' notice.

9 Users are responsible for their own first aid provision but a first aid kit is available in the kitchen. Any accidents must be reported on the forms provided under the first aid kit and the completed forms given to the Secretary for retention.

10 The user shall indemnify the church and its trustees against any claim for or in respect of accident to, loss of or damage sustained by any person or property in the accommodation during such time as the accommodation is in use by the individual or organisation, except in the case of accident loss or damage caused by the negligent act or default of an officer or servant of the church acting as such or insofar as this cannot be required under the provisions of the *Unfair Contract Terms Act 1977*. All users are **strongly recommended** to obtain their own Public Liability Insurance. Where users have their own Public Liability Insurance, they will supply the church with a copy.

11 We are situated in a residential area, so expect all users of the building to respect our neighbours with considerate parking and levels of noise.

12 The user will comply with the provisions of the church's Health and Safety Policy, including the procedures in place regarding fire safety and health and hygiene regulations in the kitchen and agrees to undertake any necessary training in these. Responsibility for following these procedures lies with each user group while using the building, and all those using the accommodation must be made aware of the agreed safety procedures. A copy is available on request.

13 The user will comply with the provisions of the church's internet usage policy, with wired or wireless internet access only being made available to named individuals for the duration of the hire. Responsibility for following these procedures lies with each user group while using the building, and all those using the accommodation must be made aware of the agreed procedures.

14 Where the 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' and use the Criminal Record Bureau disclosure service where appropriate.

15 Users must note that priority of use will be given to church events. If a booking needs to be cancelled, at least a month's notice will be given where possible. Funerals may result in cancellation of prior bookings at shorter notice.

16 Please be aware that all regular bookings run from 1st September – 31st August each year and will be reviewed annually in June so that notice can be given of any required changes. However, the church may terminate this agreement immediately at any time if there is a breach of these conditions by the user.

The user will comply with all the hire terms agreed with the Church Secretary and will sign to confirm this.

All data you provide on this form will be kept securely and only be used to facilitate this booking. We will not share any of this data with third parties unless we are legally obliged to. All data relating to your booking (including the booking form) will be securely destroyed (or deleted if held electronically) no more than 14 days after the end of the hire period.

Dawley Baptist Church - Letting application form

1. Name of organisation _____

2. Contact name _____

3. Address _____

Contact numbers Person responsible for booking _____

Person supervising the activity (if different from above) _____

4. E-mail address _____

5. Description of proposed activity

6. Dates and time required (state if it is a regular recurring booking required)

7. Rooms required (please tick):

i. Sanctuary

ii. Community room

iii. Foyer

State if kitchen is required

YES

NO

9. In the case of the activity involving children has your organisation agreed to comply with the Government's guidelines 'Safe from Harm' / 'No Secrets'?

YES

NO

10. Have you or your organisation used Dawley Baptist Church premises before?

YES

NO

11. Is your organisation a charity? If yes, please provide the charity number.

YES

NO

I confirm that the conditions contained within this hire agreement have been read and the terms of hire are accepted and will be complied with in full.

I enclose a cheque / will pay by bank transfer £50 as a deposit made payable to **Dawley Baptist Church**.

I confirm that the balance will be paid in full 7 days prior to the event taking place.

Signed _____ Print name _____

Date: ____/____/____ Organisation: _____