



## DAWLEY BAPTIST CHURCH

### Building Hire – Terms and Conditions

Dawley Baptist Church, Park Road,  
Dawley Bank, Telford TF4 2ER

*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 be a centre for Christian worship and teaching and provide a welcoming and safe space used to enhance the wellbeing of all people who live and work in our area. Motivated by the love of Christ for the world, we seek to meet the spiritual and practical needs of our community which 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.*

#### Bookings and Cancellations

- To place a booking please complete the attached Letting Form. Until a completed Letting Form and deposit has been received, the booking will only be classed as provisional.
- Provisional bookings will be held for a maximum of 2 weeks unless another term has been agreed.
- A £30 booking deposit will secure the booking and payment in full must be made no later than 7 days before the date of the event. See price list for room hire costings.
- Booking deposits are non-refundable 2 weeks prior to the event.
- Any hirer must be at least 18 years old.

#### Additional Charges

- The hirer is responsible for loss or damage (other than fair wear and tear) to any parts of the property or contents. We reserve the right to bill you for any intensive cleaning or any damage to the property caused during your event.
- Dawley Baptist Church reserves the right to cancel any booking if the holding of the event is prevented by circumstances beyond their control, such as loss of power or water or if statutorily obliged. Dawley Baptist Church do not accept liability for losses incurred due to cancellation.

#### Use of church premises

- The premises may only be used by the hirer and purpose indicated on the Hiring Application form. The hirer will not use any equipment or part of the church building which is not in this agreement.
- The church retains control, possession and management of the premises and reserves the right to enter the building, if necessary.
- The hirer has a responsibility to notify the church of any defect in the premises or in any of the church's furniture or other equipment in the premises.
- Dawley Baptist Church does not envisage the hire of the premises as a commercial enterprise. Costings are a contribution towards the running and upkeep of the premises.
- The use of the premises is by invitation or agreement by the Trustees of the church.
- Any fundraising event must be agreed by the Trustees prior to hiring of the premises.
- After use of the premises, 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.

- The hirer must not leave any equipment, furniture or articles of any kind in the building unless by prior written agreement with the church Secretary who reserves the right to negotiate the provision of any such specified and agreed storage.
- Do not attach any items to the walls and fixings, this includes anything being stuck, nailed, screwed or stapled.
- Dawley Baptist Church is situated in a residential area, so all hirers are expected to respect our neighbours with considerate parking and level of noise.
- Users must note that priority of use will be given to special church events. If a booking needs to be cancelled or amended as much notice as possible will be given to the hirer.

### **Kitchen Use and Catering**

- Dawley Baptist Church accept no liability for any food or refreshments provided by the hirer or hirer's caterers.
- The kitchen is not to be used for storage, of any kind, that impairs the use of the kitchen.
- No pre-school children are permitted in the kitchen at any time as there are cleaning chemicals and other equipment on low open shelves.
- All under 16-year-olds to be supervised at all times in the kitchen.
- The premises are not licensed to allow the sale of alcohol.
- Upon leaving all used surfaces are to be cleaned, any used utensils to be cleaned and put away.
- If kitchen appliances have been used, they must be switched off and cleaned.
- Please bring your own tea towels.
- No food should be left behind.
- Upon leaving the shutters must be closed.
- Any outside catering company need to provide contact details and relevant food hygiene certificates.

### **Media and entertainment Equipment**

- Entertainment equipment may be used within Dawley Baptist Church from external companies subject to a discussion with the church secretary. Any electrical equipment must be PAT tested and where applicable insurance documents must be provided.
- The projector and screen are available for use. This can be connected to the user's laptop and basic training to be provided prior to the meeting.
- If the hirer uses the church's internet, then they agree to comply with the provisions of the church's Internet Usage Policy. Responsibility for following these procedures lies with each user group while using the building, and all those using the premises must be made aware of the agreed procedures.

### **Smoking**

- No smoking or use of electronic cigarettes is permitted anywhere within the premises.

### **Health and Safety**

- Maximum seating capacity of the Sanctuary is 120.
- Maximum capacity of the Wye room is 80.
- Maximum capacity of the Westbrook room is 30.
- Fire exits and extinguishers to be kept clear and visible at all times.

- The hirer must familiarise themselves with the Fire Evacuation Procedure and emergency exits in case of fire.
- No smoking, illegal substances, electronic cigarettes or demeaning material is permitted anywhere within the premises.
- The hirer is responsible for the behaviour and conduct of people attending the event. Dawley Baptist Church reserve the right to terminate the event if the conduct and behaviour is deemed unacceptable.
- The hirer is responsible for their own First Aid provision. A First Aid kit is available in the kitchenette. Any accidents must be reported on the forms provided under the First Aid kit and returned to the person who is opening/closing up the premises, or the church secretary for retention.
- The hirer will comply with the provisions of the churches Health and Safety policy, including the procedures in place for fire safety and for the 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 premises must be made aware of the agreed safety procedures. A copy is available on request.
- Responsibility for ensuring all those using the premises are aware of the agreed health and safety procedures lies with the hirer.

### **Opening and Closing the Church building**

- The Church building will be opened and closed by a member of the Church, unless otherwise agreed.
- The agreed times of hire are from the earliest the building is required, for example for set-up, until the latest it is required, for example after clearing away.

### **Security**

- Dawley Baptist Church accepts no responsibility for the property of any persons organising or attending events at Dawley Baptist Church.
- Any property brought on to the premises or left in the car park is done entirely at the owner's own risk.

### **End of hire**

- The hirer is responsible for leaving the premises and surrounding area in a tidy and acceptable condition and that any contents temporarily removed from their usual positions are properly replaced.
- The church has limited waste disposal facilities. The hirer will be responsible for taking their rubbish away with them.

### **Insurance**

- The hirer shall indemnify the church and its Trustees against any claim for or in respect of accident to, loss of damage sustained by any person or property in the premises during such time as the premises is in use by the hirer, 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 Term Act of 1977.

- All hirers are strongly recommended to obtain their own Public Liability insurance.
- Where hirers have their own Public Liability Insurance, they will supply the church with a copy.

### **Disclaimer**

- Every effort has been made to ensure the accuracy of all information provided. Dawley Baptist Church does not accept liability for any errors or omissions and reserves the right to amend any information at any time.