

Amphill Baptist Church | Room Hire Agreement



1. Details of Hirer and Use

Details of organisation / person:

Registered Charity:	Yes / No	Non-profit making group	Yes / No
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To use the

Main Sanctuary	Jubilee Room	Upper Room	Quiet Room	No 48
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(delete as appropriate. Use of kitchen and toilets is included).

At Amphill Baptist Church, Dunstable Street, Amphill. MK45 2JS

From

To

On: (Date including year)

If this is a recurring activity, please give dates if possible:

Description of Activity
(meeting, children's party, charity sale, etc.)

Subject to the terms contained within this document

Amphill Baptist Church reserves the right to require the hirer to vacate the church premises (or amend their activities), should this be necessary for the purposes of carrying out Christian functions and worship, especially for the conduct of funerals and weddings.

2. Details of person responsible for booking and supervising activity

Name			
Address			
Email:			
Landline		Mobile	

Details of person responsible for supervising the activity (if different from above)

Name			
Address			
Email			
Landline		Mobile:	

3. Conditions of Use and Safety Issues:

- The accommodation may only be used by the organisation and for the purpose and during the period agreed in Section 1 of this document.
- The agreed fee must be paid in advance of the hiring, or full details supplied for invoicing.
- The Church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises
- 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.
- The User must ensure that no alcohol is consumed or supplied on the Church property.
- The Church is subject to the 2007 ban on smoking in enclosed public places, and the User must ensure that no one smokes on Church premises. This includes the garden and the drive.
- No fires are to be lit in the garden. No charcoal BBQ's allowed. A properly designed gas-fired BBQ is permitted.
- The Church leadership will consider only sales for charitable purposes and where possible these should take place in the Jubilee Room or Upper Room. Raffles are not allowed within the Church premises.
- After the use of the accommodation it must be left in a clean and tidy condition with all furniture left in the same position as at the commencement of the hiring. The hirer must ensure that all lights are turned out and all windows and doors properly secured. Any rubbish should be placed in the wheeled bins marked "Church" at the rear of the premises. Food Waste and recyclable materials should be placed in the appropriate bins.
- The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 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 therein.
- 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.
- 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. The User will keep the church indemnified against any claims for which the church is not responsible. It is strongly recommended that the User takes out appropriate insurance cover.
- 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.
- Where the accommodation is used for activities involving children, the user organisation should have appropriate safeguarding policies and procedures in place and be compliant with the Government's guidelines as set out in "Working Together to Safeguard Children" 2018
- The User is responsible for making sure adequate first aid provision is made for their group and activity.
- The Hirer may not use the TV equipment without prior agreement with the Church, and if agreed, will need to provide their own TV Licence.
- The church may terminate the agreement immediately at any time if there is a breach of these conditions by the User.
- The church requires anyone regularly hiring any part of ABC for activities that include children, young people or vulnerable adults to confirm that they have a safeguarding policy and procedures in place. External hirers should provide a copy of their

safeguarding documents in advance of the hire. A room hire may be declined if safeguarding policy and procedures are not in place. "One off" hirers are not required to have a safeguarding policy, but are expected to show due care and attention.

Safety Issues

- Please take notice of the location of fire extinguishers and emergency exits and familiarise yourselves with their operation. In case of fire, the assembly point is in **Manyweathers Court**. Evacuation procedures need to be organized in advance by the person supervising the activity.
- Fire doors should not be left open.
- An accident book is located in the kitchen for reporting of any incidents or accidents.
- A First Aid box is located in the main corridor.

4. Charges, Payment and Access

The charge for the use shown in section 1 is	
Cheques should be made payable to Amphill Baptist Church and sent to	The Church Office, Amphill Baptist Church, Dunstable Street, Amphill, BEDFORD. MK45 2JS
BACS	Account Name: Amphill Baptist Church Sort Code: 20-05-74 Account Number: 90228257
	Please use reference:

Access	Church will be open	
	Keycode Access	

5. Agreement

On behalf of the organisation identified in Section 1, I agree that the hiring conditions contained within this document are accepted.

Signature: _____ Date: _____

Print name: _____

I confirm on behalf of Amphill Baptist Church that the booking as indicated on this form is accepted, subject to the hiring conditions set out above and the payment of the agreed fee.

Signature: _____ Date: _____

Print name: _____