



Bluntisham Baptist Church Church Premises Lettings Agreement

Name of Hirer and/or Organisation :	
Description of Proposed Activity :	
Rooms Required :	
Date(s) of Hire :	
Times of Hire :	
Address :	
Contact Telephone Number :	
Email Address :	
In the case of activity involving children has your organisation agreed to comply with the Government's suggested Guidelines 'Safe from Harm'? (Please attach a copy of your Safeguarding policy)	
Does your Organisation have appropriate insurance in place to cover the activities taking place on the church premises? (Please attach a copy)	
I confirm that the booking detailed above is correct and is subject to the Conditions for Use overleaf.	
Signed.....	Date.....

BLUNTISHAM BAPTIST CHURCH
CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. The agreed fee for the use of the accommodation must be paid within four weeks of the date of invoice.
2. The church reserves the right to request a refundable deposit of £50 from the Hirer.
3. The church retains control, possession and management of the accommodation and the User has no right to exclude the church from the premises.
4. 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.
5. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
6. The church is 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. If it is not possible to offer alternative space and accommodation, the church is entitled, on giving reasonable notice to cancel any booking
7. In exceptional cases, where the church premises are needed for the church's own use, such as for funerals or Holiday Bible Club, the church is entitled on giving reasonable notice to the User to cancel any booking.
8. 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 hiring and the User must ensure that all lights are turned out, toilets are clean and tidy with taps switched off and all doors and windows properly secured.
9. User to note that the heating is controlled remotely. Temperature controls or radiator/storage heater controls must not be adjusted by the User. User to advise Church Administrator if heating needs to be adjusted during the letting period.
10. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed. The User must also ensure that during the use of the accommodation no betting or gambling activities take place.
11. 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 reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

12. 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.
13. First-aid boxes are located in the hall kitchen and church kitchenette. Defibrillator is located in the hall kitchen. User to ensure that all incidents are noted in the first-aid book.
14. 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.
15. The User will comply with the provisions of the church's Health and Safety policy, fire procedures and Lone Worker Policy, and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
16. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
17. Where 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'.
18. User to ensure that parents are aware that it is their responsibility to supervise their children at all times whilst on church premises. The Church will not accept any liability for loss or injury.
19. The User agrees to recognise that the church premises are a place of Christian worship and any activities carried out shall reflect this. The Church reserves the right to decline the hire of the premises if the proposed use is not considered to be conducive to the purpose of the premises as a place of Christian worship.
20. Under the General Data Protection Regulations legislation, we retain information to enable the church to keep in touch with you with regards to the hiring of the church hall, and associated communications. Please see our Privacy Notice on the church website : www.bluntishambaptist.org.
- 21.** The User agrees to abide by any government advice and regulations, with regards to any health pandemics (ie COVID 19).