



## LITTOVER BAPTIST CHURCH ROOM-HIRE AGREEMENT

All applications for booking premises at Littleover Baptist Church must be submitted on this booking form. The person signing this form will be considered to be the Hirer and by signing will accept the terms and conditions of hire as set out in this document.

Purpose of Hiring	
Period of Hiring	
Maximum number of persons attending event	
Hirer's name (block capitals, please)	
Hirer's address	
Hirer's phone number	
Hirer's e-mail address	
Agreed Hiring Fee	
Agreed Storage and Fee	
Hirer's signature	Date

### **Child Protection Statement for bookings involving children, young persons under 18 years old and vulnerable adults:**

The Hirer accepts full responsibility for ensuring that appropriate safeguarding policy and procedures are in place and is observed by all persons on the premises during the course of the event for which the premises have been hired.

Hirer signature	Date
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**This section to be retained by Littleover Baptist Church**



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Purpose of Hiring
Period of Hiring
Agreed Hiring Fee
Agreed Storage and Fee
Maximum number of persons attending event
Hirer's name

£50 refundable Damage Deposit has been received from the Hirer. This will be returned within 15 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.

Signature of Littleover Baptist Church representative:

Room Bookings Secretary for Littleover Baptist Church:

Mrs Tracy Houchin  
[roombookings@littleoverbaptists.org](mailto:roombookings@littleoverbaptists.org)

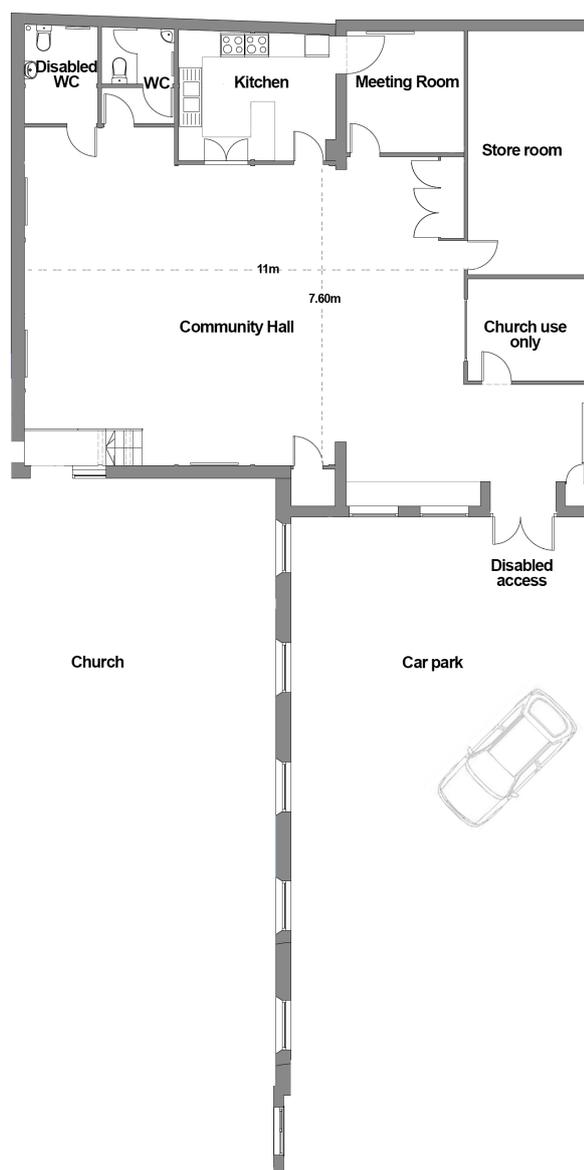
Emergency contact number: 01332 435959

For short-term hires the premises will be unlocked by a representative of Littleover Baptist Church and locked again at the conclusion of the event.

For long-term hires a key may be made available to the Hirer and must be signed for. Keys must be returned immediately after the end of the hiring.

**This and the following pages to be retained by the Hirer**

## Hall location and layout



## Location of safety equipment

<b>First Aid Kit</b>	Kitchen
<b>Accident Report Book</b>	Kept with the first aid kit. All accidents, however minor must be recorded in this book.
<b>Fire extinguishers</b>	
CO2 for electrical and flammable liquid fires	Church Entrance Lobby
Water extinguisher for dry, non electrical fires	Outside kitchen door
Fire Blanket	Kitchen
Dry powder extinguisher for flammable liquids and electrical fires	Kitchen

**Stacking of chairs and tables.** Plastic chairs should not be stacked more than 6 high. Large tables should be stacked at the appropriate point in the Store Room and be secured by the chain. Folding tables should be returned to their location in the Store Room and positioned legs-outwards, so that the height of each table is visible.

## **LITTLEOVER BAPTIST CHURCH HALL TERMS AND CONDITIONS OF HIRE**

1. **CONTRACT TERM:** The Agreement between Littleover Baptist Church and the Hirer specified on page 1 of this document shall be valid for a maximum period of one year, after which the Agreement and these Terms and Conditions shall be subject to review.
2. **SUPERVISION AND RESPONSIBILITY:** The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the safety and behaviour of all persons using the premises whatever their capacity. The Hirer shall not allow the maximum number of persons in the premises to exceed the number specified on the application form. Clear access must be maintained at all times to exits, the stairway, toilets and kitchen. The hirer is responsible for ensuring that any food preparation is performed by persons with the requisite hygiene training. Authorised representatives of Littleover Baptist Church may stop any meeting, function or entertainment which is not properly conducted, and no refund will be payable. All advertisements and publicity for functions held in the premises must clearly display the name of the person or organisation holding them.
3. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by a representative of Littleover Baptist Church. All lights must be turned off and all doors and windows properly secured. Any equipment used must be returned to its proper storage space after use. The kitchen, if used, must be thoroughly cleaned upon completion, all crockery washed and put away, and all waste foods / materials must be completely cleared of the premises. A green bin is provided in the car park for general refuse. Littleover Baptist Church reserves the right to levy a cleaning charge if this is not done.
4. **STORAGE:** The Hirer must not leave in the premises any equipment, furniture or articles of any kind except those specified on Page 1 of this Agreement. Littleover Baptist Church may charge a separate fee for the provision of any such specified and agreed storage facilities.
5. **SAFEGUARDING:** If the event for which the premises are hired involves the attendance of children or young persons under the age of 18, the Hirer confirms that there will be an appropriate Safeguarding Policy in place. The Hirer agrees to ensure that all adults present on the premises are aware of this Policy and abide by it. The Hirer confirms that, when necessary under the terms of the Safeguarding Policy, appropriate Disclosure and Barring Service checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring. We require all external groups working with children, young people or adults at risk on the Church premises to:
  - provide confirmation of up-to-date safeguarding policy and procedures;
  - ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>
  - be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.
6. **PARKING:** The hire of the premises includes the use of four parking places, but all vehicles are parked at the owner's risk. Additional parking is available in the area, including local streets and Littleover Village Centre. The Hirer is responsible for the allocation of car parking places on the premises and for the supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
7. **EXCLUSIONS:** The Hirer shall not sub-hire the premises (in whole or in part), or use the premises for any purposes other than that described in the Room-Hire Agreement.
8. **UNLAWFUL USE:** The Hirer shall not use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. The Hirer shall not bring anything on to the premises which may endanger the premises or invalidate any insurance policies connected with the premises. Gambling on the premises or grounds is strictly forbidden.
9. **ALCOHOL:** These are not licensed premises and no alcohol can be sold or consumed.
10. **SMOKING:** No Smoking is permitted anywhere on the premises, or in the car park.
11. **RELIGIOUS OBSERVANCES:** The premises are registered and sanctified as a Christian place of worship. The Hirer shall not use the premises or allow the premises to be used for any religious observances or purposes other than those traditionally associated with the Christian faith.

12. **MUSIC:** The Hirer undertakes to satisfy any requirements under the Performing Rights Act for the performing or playing of live or recorded music. Performances of live music must be agreed with the Littleover Baptist Church Booking Secretary in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that residents surrounding the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises by 11.00pm, as is legally required.
13. **DAMAGE:** The Hirer shall indemnify Littleover Baptist Church for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building (other than fair wear and tear), which may occur during the period of the hiring as a result of the hiring. The Hiring is not covered by Littleover Baptist Church insurance cover. The Hirer must notify the Church of any defect in the premises or in any of the Church's furniture or other equipment in the premises of which it is aware.
14. **ELECTRICAL EQUIPMENT:** It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises. Electrical appliances which are not the property of Littleover Baptist Church, and therefore may not have been safety-tested, are used at the Hirer's risk.
15. **INSURANCE:** The Hirer acknowledges that the loss, or damage of any items left unattended is not covered by Littleover Baptist Church insurance cover. Littleover Baptist Church its agents and servants shall not be liable to the Hirer or to any person using or entering the Hall for personal injury or for damage to, loss or theft of any property brought into the premises, however it may be caused, unless caused by negligence on the part of Littleover Baptist Church.
16. **RIGHT TO CANCEL:** Even if the Hirer has a regular booking for the hire of the premises Littleover Baptist Church reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired Littleover Baptist Church shall not be liable to the Hirer for any resulting loss or damage whatsoever.
17. **ACCESS:** The Hirer shall allow any duly authorised officer of Littleover Baptist Church access to the premises or any part thereof at all times during the hiring.