



Bloomsbury Central Baptist Church

Terms and Conditions of Room Hire

BOOKINGS, PAYMENT, AND CANCELLATION

1. Provisional bookings may be requested by email (roomhire@bloomsbury.org.uk). They should then be confirmed either by email or in writing.
2. Provisional bookings may be refused from any organisation, group, or individual whose presence in our building is in our judgement incompatible with our beliefs, practice, or charitable purposes.
3. Provisional bookings will only be regarded as accepted once a non-refundable deposit of 50% of the hire fee is received.
4. The outstanding balance (50%) of the hire fee must be received one week before the event. Non-receipt of the amounts due prior to the event will result in the cancellation of the event. The only exceptions to this are if you make regular bookings with us and have made satisfactory payment arrangements with us.
5. Cancellations require a minimum of two weeks' notice to qualify for a 50% refund of the hire fee. We may cancel a booking at short notice if it has become apparent only after the provisional booking has been accepted that the presence of the event in our building will in our judgement be incompatible with our beliefs, practice, or charitable purposes.
6. The Church reserves the right to move a booking to a different location or cancel it on a particular date if an urgent and unexpected church need arises. Such cancellations will be kept to an absolute minimum and as much notice as possible will be given.

HEALTH AND SAFETY

7. The hirer must comply with the provisions of the Church's health and safety policy and must ensure that all those using the premises are aware of the appropriate safety procedures.
8. The hirer must undertake their own risk assessments covering their specific activities.
9. We require a Responsible Person on site for the whole duration of each booking. The Responsible Person must sign in, accepting responsibility for the group including responsibility for evacuating the group without using the lift if the fire alarm sounds. If the group includes a disabled person who would have difficulty getting out quickly, the receptionist must be informed and a plan agreed for action beforehand in the event of an emergency evacuation. When all members of the group have left the Responsible Person must sign out.
10. In the event of an emergency evacuation, the Responsible Person should put on a high-visibility jacket (stored in holders by fire exits), so long as there is time, and ensure that all members of the group have left the building. They should then report this fact to the person in overall charge at the assembly point on the corner of Dyott Street, between Optical Express and Byron.
11. We do not normally permit hirers to use their own electrical equipment on the premises. However, where this is allowed by prior agreement with the Church, the hirer must ensure that any portable electrical equipment brought onto the premises conforms to British Safety Standards.
12. The number of participants given on the booking form must not be exceeded.
13. Corridors and emergency exits must NEVER be obstructed. Furniture or equipment belonging to a hirer must be kept within the room(s) hired. Groups requiring a waiting area may use the Foyer or book a separate room; corridors must not be used for this purpose.
14. First Aid supplies are available in the kitchens and from the Church Office.

15. Preparation of food on Church premises is permitted only by prior agreement with the Church. Where this has been agreed, the preparation must comply with all food hygiene legislation.

LIABILITY

16. The hirer is responsible for the cost of any damage to or loss of church property and for the cost of exceptional cleaning required after an event if the room is not left as it was found.
17. The Church accepts no responsibility for any loss of or damage to any property (including personal property) arising out of the hirer's activities while using the premises, or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, riot restrictions, government restriction or "act of God" which may cause the church premises to be temporarily closed or the function interrupted.
18. The hirer confirms that it has adequate insurance in force for all liabilities which could arise, including death or personal injury to third parties or damage to church property or the property of others, arising out of their occupation and activities while at the premises.

LICENSING AND STATUTORY COMPLIANCE

19. Where the booking involves children or vulnerable adults, the hirer is responsible for their safety and for obtaining the necessary DBS clearances for those taking responsibility for the event.
20. The hirer is responsible for obtaining any local authority or other licenses necessary in connection with the booking and for complying with all statutes and local government regulations in connection with the use of the room(s).

MISCELLANEOUS

21. Access to the booked room(s) will be available from the time of arrival until the time of departure agreed at the time of booking. Booking times must include provision for setting up and clearing up.
22. The hirer must not interfere with other people's access to any part of the building other than the room(s) which it has hired.
23. The use of sticky tape, Blu Tack, etc., on walls or floors is NOT permitted. Please use the white-boards provided.
24. Hirers must comply with the Church's "Tobacco Free" policy, which covers smoking and "vaping". Alcohol is not permitted on the premises, except where written permission has been given prior to the event.
25. Hirers should discuss any equipment needs (e.g., organ, piano, audio / visual) at the time of booking.
26. Any catering needs should be discussed at the time of booking. The use of the kitchens and kitchen appliances may be negotiated, subject to a refundable deposit to cover breakages or replacement of utensils and any cleaning / clearing up (including the disposal of any surplus food brought into the building) that may be necessary. Coffee / tea / bottled water may be ordered, and is supplied on a self-service basis.
27. Hirers must not leave any equipment, furniture, or articles without prior written agreement from the church which reserves the right to charge a separate fee for the provision, if available, of agreed storage facilities.
28. With the exception of assistance dogs, animals are not permitted in the building.
29. Bicycles may NOT be brought into the building, nor may they be secured to the handrails outside. (Cycle parking facilities are available nearby.)
30. Any promotional or other material brought to the Church in connection with an event must be removed at the end of the booking.

31. The hirer agrees not to erect any decorations, exhibitions, or displays on the premises without prior consent. Any such items must be rendered non-inflammable and must be removed by the hirer by the end of the event, the hirer making good any damage caused thereby.
32. The Church reserves the right to terminate any bookings by any organisation, group, or individual failing to comply with these conditions.

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