

**Chiddingfold Baptist Church, Woodside Road  
Chiddingfold Surrey.**



The church is the property of Chiddingfold Baptist Church (CBC) held in trust by the Baptist Corporation. CBC reserves the right to decline any booking request.

This hire agreement is between the CBC and:

Name: .....

Address & Post Code: .....

.....

.....

The hire agreement is for the **sole** purpose of (Event):

.....

Date and Time of Event.....

The hiring fee will be.....

**Fees**

Fees will be set by CBC, the current fee is **£15.00 per hour** for the main hall, **£18.00 per hour for use of the kitchen with a £50 refundable deposit.** Hire fees will be reviewed annually by the CBC, also CBC may agree different fee scales with village charities and support groups, but this is solely at the discretion of CBC leadership.

All cheques should be made payable to **Chiddingfold Baptist Church**

CBC also accepts Bank Transfer to the Church's Lloyds Bank Account:

**Account Number: 01035012**

**Sort Code: 30-93-49**

**Liability**

- The hirer is required to, where applicable, provide Public Liability Insurance for a sum not less than £5,000,000. The Church will need confirmation that this insurance is in place. By signing this form, you acknowledge that it is your responsibility to indemnify the Church, including against claims from third parties.
- CBC accepts no responsibility for loss, damage or injury to person or property either on the premises or in the church grounds howsoever caused.
- Hirers are responsible for the Health and Safety of the people using the hall during times of the hire agreement.

**Insurance Company:** .....

**Policy Number**..... **Limit of Public Liability:** .....

**Terms and Conditions of Hire**

- *The church is used for Christian worship. Hirers must not use it for occult activities, or the sale of artefacts associated with the occult or other forms of non-Christian worship.*
- *The First Aid box is in the kitchen with an accident book. All accidents must be recorded in the accident book and the Church Secretary informed by email (secretary\_chiddingfold\_baptist@outlook.com).*
- **The number of people using the hall is limited to 80 people seated.**
- *Hirers must not make any alterations to the building, remove, or dispose of any fittings or furnishings belonging to CBC.*
- *Hirers are responsible for the cost of carrying out any repairs or damage incurred. Please report any breakages promptly.*

- *Hirers are responsible for ensuring that the hall is left in a clean condition with furniture properly replaced (vacuum, brushes and mop buckets can be found in the storeroom in the kitchen)*
- *We ask that you do not stick anything on the walls or woodwork.*
- *Hirers must ensure the toilets are all left clean, and all nappy products removed.*
- *All kitchen equipment must be put away clean and the water heater turned off.*
- *Hirers need to bring their own rubbish bags and ensure they take away all their rubbish.*
- *It is not permitted to sell alcohol on these premises by cash, entry ticket or donation.*
- *Noise must be kept to a reasonable level as the hall is situated within a residential area.*
- *All events must end no later than 10.30 pm, please leave the building quietly in respect of our neighbours.*
- *No animals are allowed on the premises except for guide or assistance dogs.*
- *Bouncy castles must not be used except by gaining the written permission of the CBC leadership.*
- *Before their event, hirers must familiarise themselves with the fire exits, alarms and extinguishers and how to summon emergency services.*
- *Internal use of any substance that would set off the smoke alarms causing a false alarm shall not be used.*
- *It is illegal to smoke in any part of the building.*
- *The premises must not be left unattended at any time during the time of use.*
- *On leaving, hirers must ensure that the entrance doors to the building are securely locked and bolted, all windows closed, all lights switched off and all internal doors closed, including the fire exit door.*
- *The hirer will not use the hall for any purpose other than that specified on the hire agreement.*
- *If a hirer brings electrical equipment into the Church this must have a valid PAT test.*
- *Do not block the fire doors at any time.*
- *Hirers must not use the Church telephone, except for calling emergency assistance.*

**Safeguarding**

In signing this agreement, all hirers who hire the premises for any event at which there are children, young people, and **adults at risk**, agree to take full responsibility for their welfare during the event. Children under 18 years old using the hall must be always supervised by at least two adults.

**Termination of the Agreement**

The agreement may be terminated by either party. The CBC reserves the right to terminate the agreement with immediate effect if hirers do not adhere to the contract.

CBC reserves the right to decline any booking request.

CBC reserves the right to cancel a booking under exceptional circumstances, such as a funeral, in which case notice will be given at least four days in advance. In such a circumstance CBC will reimburse the hire fee and any additional costs incurred by the hirer will be borne solely by the hirer.

**In case of an emergency please contact one of the following:**

**Roger Burberry      07443 685957**

**Joao Bolzan          07735404093**

**By signing and returning this application form, you are agreeing to the Terms and Conditions of Hire set out in this document:**

Hirer Name..... Signature.....

Contact phone /email .....

Date .....

Booking accepted on behalf of CBC by:

Name..... Signature.....

Date .....