



CHADWELL HEATH BAPTIST CHURCH

Minister: Rev James Thomas

Terms and conditions of hire: single -use hire

Timings

All hire times must include set-up and clearing up time.

Please arrive promptly – the person unlocking will not wait beyond 15 minutes after the hire start time. You will forfeit the booking time and your hire cost.

You must be cleared up and ready to leave by the end of your booking time. Over-running will incur a cost of £50 for every additional 30 minutes.

Terms of use

The premises shall only be used for the purpose and time as detailed on your form. No part of the event may take place outside of the hired premises unless previously agreed by Chadwell Heath Baptist Church. The premises must not be left unattended at anytime.

No alcohol or smoking is to be consumed or sold on the premises. No candles or naked flames to be used on the premises.

All lights, appliances and heating must be turned off before leaving the premises which must be left in a clean, tidy and secure state. Items moved during the let must be replaced in their original position. The building must be left clean and tidy, with all chairs and tables put back.

The safety of the occupants on the premises during the period of the let is the responsibility of the hirer. Chadwell Heath Baptist Church is not liable for any accident or injury that occurs.

All breakages must be paid for (apart from fair wear and tear). If any defect is found with the premises, furniture or equipment please advise Chadwell Heath Baptist Church as soon as possible.

Payment Charges

The cost of the hiring the back hall (with access to the kitchen area) is £25 per hour (or part thereof). The cost of hiring the Sanctuary is £35 per hour (or part thereof) Full payment needs to be made at least one week before the event.

Deposit:

A deposit of £100 is required at the point of booking– this must be in cash. Cash deposits can then be collected from the church office the week after the event. N.B the person locking up does NOT have access to the deposit.

The cost for any damages, breakages, over-running will be taken from this deposit.

Chadwell Heath Baptist Church, High Road, Chadwell Heath, Romford, London, RM6 6PP

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(Email) minister@chadbaptist.org.uk - (Web) www.chadbaptist.org.uk

Purpose:

As a Christian church we are very happy to make our premises widely available to the local community. However, there are a number of purposes for which we wouldn't allow our premises to be hired. They are;

- For the religious purposes of other faiths.
- By groups whose teaching is opposed to Christianity
- By political or partisan groups whose presence in the building might imply that the Church supports this particular group as opposed to rival parties.
- By any who wish to drink alcohol or smoke on the premises (These practices are not allowed by our Church Policy)

Taking care of the premises

Each group using the church is responsible for;

- Leaving the rooms tidy and as they found them ready for the next group (Please ask about whereabouts of the cleaning equipment (e.g. vacuum cleaner, dustpan)
- All windows and doors being securely shut
- Taps turned off and toilets flushed.
- Crockery that has been used, washed, dried and put away
- No candles or naked flames to be used on the premises.
- Reporting any damage or breakages caused during the hire
- Ensure rubbish is placed in the correct bin outside. Cardboard, paper and plastic to go in the recycling bin.
- It is not permitted to stick, pin or nail anything to any walls or woodwork in any of the rooms by the use of sellotape, bluetack or drawing pins as this causes damage to the paintwork and/or plaster. Any damage caused by such actions will be rectified by the church and will be taken out of the deposit.

Times of hire:

- Daytime hours are 9:00 am to 5:00 pm
- Evening hours are 5:00 pm to 8pm

Children:

The church has a *Child Protection* policy and, in keeping with this, we ask that you take full responsibility for any children belonging to your party whilst occupying the church building. Groups using the premises and working with children must agree to comply with the Government's suggested guidelines "Safe from Harm?"

Cancellations and changes

You are required to let Chadwell Heath Baptist Church know as soon as possible if the event that you are going to hold is cancelled. The cancellation charges are as follows:

More than 7 days in advance:	No charge
3-6 days in advance:	20% charge of the hire cost
1-2 days in advance:	50% charge of the hire cost
On the day:	No refund of the hire cost will be given.

Any changes to the booking time must be requested at least 72 hours in advance, and there's no guarantee that your request can be granted as the hall may be used by other groups.