



Shibley Baptist Church

Church hall and kitchen - conditions of hire

'The church' means Shibley Baptist Church.

'The User' means the person or group making the booking of the church premises.

The User agrees to make a donation to the church in return for the use of the church premises of the amount which is requested by the church or agreed in advance with the church. Payment must be received in full on or before the date of the booking, unless alternative arrangements have been agreed.

In the event of cancellation, 48 hours notice is required.

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. The User should make their own arrangements for adequate public liability insurance in respect of their activities and will keep indemnified against any claims for which the church is not responsible.

The accommodation may only be used for the purpose and period agreed with the church in advance of use. The sale of alcohol is not permitted.

The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.

Where premises are to be used by children, the User agrees to comply with the Government guidelines set out in the document 'Safe from Harm'. Under 18s must be supervised by an adult at all times and are not permitted use of the building on their own.

The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures, fittings or equipment which is occasioned in whatever way by the use of the accommodation. The User has a responsibility to notify the church of any damage, breakage or defect to the accommodation, furniture or other equipment in the accommodation.

The accommodation must be left in a clean and tidy condition and the floor vacuumed where necessary with all furniture and equipment in the same position as at the commencement of use or in the position agreed in advance with the church. All kitchen equipment must be washed up and put away in the correct location and the kitchen left clean and tidy. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior agreement with the church.

All rubbish should be placed in the bin outside. The bin key is kept in the kitchen drawer (large square headed key). It is the responsibility of the User to ensure the security of the building, keeping the outer door locked throughout the duration of the building where practical.

Before leaving the premises, the User must ensure that all windows are closed, all lights and equipment are turned off and all doors are locked. The cooker and warming cupboard should be switched off at the wall. If central heating thermostats or controls have been moved during use of the premises, these must be restored to their positions prior to use.

In the case of regular bookings, if the church requires the use of the rooms for a specific event (eg. holiday club, funeral) we reserve the right to cancel the booking for that week.