



7. **For activities involving children:** Has your organisation agreed to comply with the Government's suggested Guidelines 'Working Together to Safeguard Children 2018'? YES [ ] NO [ ]

Can you please submit a copy of your safeguarding policy including details of your training and safer recruitment policies if available?

8. Is your organisation a charity? YES [ ] NO [ ]

9. Have you used the church premises before? YES [ ] NO [ ]

10. The following fee rate will apply:

**Band A** (Commercial, Government Funded Organisations, Private Hire)

One-off  Regular Booking

**Band B** (Charities, Voluntary Community Organisations, Private Children's Birthday Parties – up to 13 years of age)

One off  Regular Booking

**Agreement:** I (for myself or on behalf of any organisation named above by which I am duly authorised) accept the booking conditions in this leaflet. I enclose a £30 deposit.

Signed:

Date:

Name and details if not above

**Confirmation:** On behalf of Oakes Baptist Church I accept the above booking subject to the agreement above and the booking conditions in this document.

Signed:

Date:

## TERMS FOR THE USE OF CHURCH PREMISES

Oakes Baptist Church is a Christian organisation, whose purpose, defined in its trust deed, is to promote the Christian faith. The premises cannot be used in such a way so as to cause offence to persons who hold to the church's statement of faith, beliefs or doctrines or in any way which conflicts with those beliefs.

1. **Fees:** Unless otherwise agreed fees must be paid in advance. Extra fees may be charged if use exceeds the period booked. Regular fees may be increased with 28 days' notice. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. **Responsibility for damage and keys:** Costs for breakages, damage to or loss of property will be charged to the user in full. The church may use any deposit towards that charge. The user must return any keys immediately after the booking or bear the cost of the church changing any relevant locks.
3. **Use of the premises:** Rooms may only be used for the purposes stated on the booking form.

The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.

Smoking, gambling (including raffles) and consuming alcohol are not permitted on the premises. Users must comply with all reasonable directions given by those acting on behalf of the church. Users must not cause a nuisance to the church's neighbours. After the booking, rooms must be left clean and tidy with furniture and equipment left in their original positions and all rubbish removed from the premises. The user must ensure that all lights are turned off and that all doors and windows are properly secured. Permitted use of any area of the building will not stop other users having access to other areas.

4. **Heating:** Heating for the building is pre-programmed. Please do not adjust heating controls, but advise if the heating arrangements are not satisfactory so that adjustments can be considered.
5. **Catering Areas:** Unless otherwise agreed catering areas are hired on the basis that users leave the areas 'as found' and supply their own food, drink and other consumables.
6. **Health, safety and fire precautions:** The user is responsible for the health and safety of everyone they invite onto the premises and must ensure that appropriate safety procedures are followed. Any injuries or incidents must be reported to the church immediately. Fire exits must be kept clear. Fire equipment must not be tampered with except in an emergency. The user must make themselves aware of fire evacuation procedures and point the fire exits out to all in attendance. Any electrical equipment brought onto the premises by any user must comply with PAT standards. If children or vulnerable adults are present the user must comply with all relevant legislation and protection policies.

7. **Liability and Insurance:** The user agrees that the church and its trustees will not be liable for any death, injury or loss to person or property arising from the use of the premises, unless it arises directly from the church's negligence in its maintenance of the same, and shall not be liable for any articles brought onto the premises or left behind by any user even if the church has agreed that they may be stored on the premises outside of hire times. The user agrees to indemnify fully the church and its trustees against any claims for which it or they are not liable. The church recommends that the user obtain Public Liability and other insurances covering their use of the premises as advised by their insurer. The church reserves the right to see evidence of such insurance as a condition of accepting or proceeding with a booking.
8. **Safeguarding:** We require all external groups working with children, young people or adults at risk on 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
9. **Privacy Statement:** Personal details (names, addresses, telephone numbers, bank details etc are requested in strict confidence on the understanding that they will not be shared with any other organisation. All data and invoices are kept for a period of 7 years before being destroyed to satisfy accounting requirements.
10. **Vacation of bookings and cancellation:** Occasionally the premises may be required by the church at short notice (e.g. for funerals). If so, and if suitable alternative accommodation is not available on the premises, the user agrees to vacate their booking for the relevant period. The church may cancel this agreement with 7 days' notice or with immediate effect (including during a booking) if the church considers the user to be in serious or repeated breach of the agreement. Bookings cancelled by the user within 7 days of a booking date will be charged in full unless they are re-let without loss to the church.
11. **Termination** The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

## USUAL FEES

**Heating:** The fees INCLUDE any HEATING that is required between 1<sup>st</sup> October and 30<sup>th</sup> April (heating outside of these times is subject to agreement and may incur an additional charge). Heating controls must NOT be altered by users.

Room	Details	Type of Hire	Off-off bookings per hour (min period for each session – 2 hours)	Regular bookings per hour (min period for each session – 2 hours)
<b>Church Lounge</b> (max 30 seated)  <i>Classroom may be added at additional charge</i>	Coffee Bar, toilets, level access from car park	<b>A</b>	<b>£15.00</b>	<b>£15.00</b>
	Classroom: Accessed via church lounge.	<b>B</b>	<b>£8.00</b>	<b>£7.50</b>
		<b>A and B</b>	<b>Classroom: Additional £7.00 (flat rate) per booked session</b>	
<b>Main Church Hall</b> (max 230 seated)	Access via main entrance, wheelchair ramp, toilets, stage. (P.A. System with prior agreement)	<b>A</b>	<b>£24.50</b>	<b>£22.00</b>
		<b>B</b>	<b>£18.00</b>	<b>£16.00</b>
<b>Upper Hall</b> (max 300 seated)	Access via stairs or lift from main entrance lobby, toilets, small kitchen	<b>A</b>	<b>£32.00</b>	<b>£29.00</b>
		<b>B</b>	<b>£26.00</b>	<b>£22.00</b>
<b>Kitchen</b> (adjacent to Main Church Hall)	Facilities for preparing / cooking refreshments & washing up, crockery & cutlery	<b>A</b>	<b>£10.00</b>	<b>£9.50</b>
		<b>B</b>	<b>£6.50</b>	<b>£5.50</b>

<p><b>Please make cheques payable to:</b>  <b>Oakes Baptist Church</b>                  Payment is due within 30 days of invoice date                  If you have queries, please contact:                  Paul Nocton - 07722 963146</p>	<p><b><a href="http://www.oakesbaptist.org.uk">www.oakesbaptist.org.uk</a></b></p>
<p><b>Please send payment to either:</b>                  Paul Nocton                  27 Longfield Avenue                  Huddersfield                  HD5 9LE</p>	<p><b>Or: Payment by BACS:</b>                  Lloyds TSB                  Sort Code: 30-94-43                  Account Number: 00271326                  Account: Oakes Baptist Church Trustees</p>