



Bovey Tracey Baptist Church
Hind Street, Bovey Tracey
TQ13 9HT
01626 836691
admin@boveybaptist.org.uk
Reg. Charity No: 1131143

Hiring Bovey Tracey Baptist Church Premises Application and Agreement Form

Date(s) and time(s) required:	
Room(s) required:	

Name and address of organisation / individual:	
Type of organisation: i.e. local community / registered charity / school / business	

Contact details 1. Person responsible for the booking: Email address: Telephone number(s): 2. Person responsible for the activity (if different from above): Email address: Telephone number(s):	
---	--

Description of proposed activity and group / audience:	
In the case of an activity involving children, and if appropriate, has your organisation agreed to comply with the Government's suggested Guidelines 'Safe from Harm'?	Yes <input type="checkbox"/> No <input type="checkbox"/> No children involved <input type="checkbox"/>



Bovey Tracey Baptist Church
Hind Street, Bovey Tracey
TQ13 9HT
01626 836691
admin@boveybaptist.org.uk
Reg. Charity No: 1131143

**Anyone booking the Church or undertaking a regular hire basis
will be responsible for:**

- **Safeguarding Children & Young People and regular hire organisations will be required to produce evidence of their Safeguarding Policy (see BTBC Letting Conditions below).**
- **In addition regular users will need to provide evidence of their own public liability cover**

Confirmation of conditions

I confirm that the hiring conditions below are accepted and I enclose a deposit of 50% of the total hire charge, the balance to be paid 7 days before the date of hire, where a charge is being made.

Signature:

On behalf of:

Date:

Confirmation of booking

I confirm that the booking as indicated on this form is accepted, subject to the hiring conditions attached to this document. The fee has been agreed / a fee is being waived although a donation would be acceptable.

Signature:

On behalf of Bovey Tracey Baptist Church

Date:



Bovey Tracey Baptist Church
Hind Street, Bovey Tracey
TQ13 9HT
01626 836691
admin@boveybaptist.org.uk
Reg. Charity No: 1131143

Conditions for Hiring Bovey Tracey Baptist Church Premises

Underlying Principles

We believe the use of our church's premises should fulfil two main purposes.

- To facilitate the work and witness of the church of Jesus Christ in Bovey Tracey and surrounding areas
- To serve our local community in ways that is consistent with the above.

The church's first priority is its own life and witness, and it reserves the right to refuse any booking without explanation. Enquiries for hiring should first be made to the Church Coordinator (admin@boveybaptist.org.uk) who will advise as to availability.

There may be occasions when it may be necessary to cancel a booking by an external group if an emergency/unforeseen need by the church for accommodation occurs (e.g. a funeral).

The church will have absolute discretion to decide which external uses to allow and those to refuse. We will impose restrictions on the uses of our church premises by external groups so as to:

- Not conflict with the purposes of our church
- Comply with the doctrines or beliefs of our church
- Avoid causing offence to our church members and family for whose Christian belief and faith the premises are held
- Avoid causing conflict with the strongly held religious convictions of a significant number of the followers of the Christian faith

Decisions on which external uses to allow or disallow will also take into account the need for good stewardship of resources; the limitations on available cleaning, caretaking and administration time; and potential community benefit. The more obvious restrictions will include:

- No meetings by or for political parties
- No worship sessions by other faiths
- No "purely" commercial uses
- No performances that could cause offence or conflict

Conditions of Use

1. The church retains control, possession and management of the premises at all times. The church reserves the right to require the hirer to cancel or rearrange a particular reservation where the premises are required for church purposes. The church expects such occasions to be infrequent and will provide as much notice as possible. The church accepts no responsibility for any costs or inconvenience that may result from this, or as a result of premises being unusable due to circumstances beyond its control, apart from the reimbursement of the hire charge. As much notice of this will be given as possible.
2. The accommodation may only be used by the hirer for the purpose and during the period agreed.
3. The hirer must comply with any relevant government legislation.
4. The hirer should ensure that they are covered by adequate insurance for the use of the property and for all activities to be undertaken. The church accepts no



Bovey Tracey Baptist Church
Hind Street, Bovey Tracey
TQ13 9HT
01626 836691
admin@boveybaptist.org.uk
Reg. Charity No: 1131143

responsibility for injury, damage or loss other than that included in its own public liability insurance for visitors to the premises.

5. The hirer or other person responsible for the hirer's group must familiarise him/herself and all the attendees of his/her meeting or function with the routes to the nearest fire exits and the agreed fire assembly point.
6. The hirer or other person responsible for the hirer's group must make him/herself aware of who is attending his/her meeting or function, and the total number attending.
7. Hirers must make themselves familiar with the location of fire extinguishers and fire exits and must keep fire exits clear of all obstructions at all times.
8. In the event that a fire alarm is raised, the hirer or other person responsible for the hirer's group must check that all his/her group have safely exited the building, call the Fire Service and make a report to the Fire Service when they arrive.
9. Damage to premises, fittings or other church property must be reported to the Church Coordinator. The hirer is responsible for reimbursing the church for any costs incurred as a result of any damage they cause.
10. Smoking and gambling are not permitted, and the sale or consumption of alcoholic beverages is not permitted.
11. Where the hirer is provided with a key code or keys to the premises, these are not to be copied, and not to be loaned to others. The key code must not be given to others (the code is changed). Any keys should be returned as directed following the period of hire.
12. Cancellations of bookings should be made at least a week in advance of the booking to prevent the full cost of hire being charged.
13. The hirer is not permitted to leave or store equipment on the premises without prior agreement.
14. The church may terminate the agreement to hire immediately if there is any breach of these conditions of hire.
15. The church will give one month's notice of terminating any agreement for regular lettings. Hirers are required to give at least one month's notice of termination.
16. For the benefit of all users of the premises, hirers are asked to comply with the following:
 - Premises, including toilets, are to be left in a clean and tidy state
 - Chairs and other furniture should be stacked and returned to where they were found. Work surfaces, cookers, sinks etc. should be cleaned and crockery and cutlery put away
 - Lights are to be switched off when not in use and on leaving
 - Heating to be turned down to 15 degrees
 - On leaving, the premises should be left in a secure state. All windows and doors closed and secured.
 - No food should be left in the kitchen, and all waste and rubbish disposed of properly using the recycling boxes for card, glass tins and plastic; the food waste bin and the land fill bin for all other waste.
 - The church operates a Fairtrade policy where possible, and encourages all hirers to do the same.
17. **Anyone booking the church will be responsible for matters of health and safety and food hygiene and a copy of the Church's policy is available on**



Bovey Tracey Baptist Church
 Hind Street, Bovey Tracey
 TQ13 9HT
 01626 836691
 admin@boveybaptist.org.uk
 Reg. Charity No: 1131143

request and is displayed on the noticeboard in the back room. Personal electronic equipment must be PAT tested and approved before used on the premises.

18. Anyone booking the church on a regular basis will be required to produce evidence of their own public liability cover.

19. If the premises are to be used by children or vulnerable adults, the hirer should have their own Safeguarding Policy in place and comply with Government guidelines with regard to safeguarding.

- Regular hire organisations will be required to provide evidence of Safeguarding Policy
- One-off users must adhere to the Safeguarding Children and Young Peoples Policy which is available on request and is displayed on the noticeboard in the back room.

Charges

Hire charges per hour: special concessions will be considered on request	
Chapel £20 (includes sound and vision)	Upper room £10
Back room and kitchen £15	Back room only £10
Chapel, back room and kitchen £25	Whole building £30

Any requests for extra resources need to be advised at time of booking so we can confirm whether these can be made available and can advise on any additional fee.

- A deposit of 50% of the hire charge must be submitted at least 14 days prior to the required hiring date. The deposit will be refunded in full if the booking is not accepted. The balance of the hire charge should be paid 7 days before the event.
- The church retains control, possession and management of the accommodation and the Hirer has no right to exclude the church from the premises.
- The Hirer is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.

Approved by the Leadership Team, Bovey Tracey Baptist Church 10 January 2017