

Terms and Conditions for Letting Bloxham Baptist Church Premises

1. Bloxham Baptist Church is a place of Christian worship and any use of the premises must not be in conflict with its Christian ethos. You are asked to respect the beliefs of the church, further details of which are to be found on the Baptist Union of Great Britain's website www.baptist.org.uk.
2. A deposit of £50 must be paid at the time of booking. This will be returned / refunded within 7 days of the hiring, unless there have been any breakages, losses or damage to the premises, furniture or equipment for which the User is responsible. The hire fee must be paid in advance of the booking.
3. The User 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 and may be liable for costs of repair.
4. Please do not use pins, 'bluetac' or 'sellotape' on the walls as it damages the paintwork.
5. The Church reserves the right to cancel a letting in the event of unavoidable circumstances such as Funeral requiring use of the Premises.
6. For a regular booking a deposit is required and the fee must be paid at the end of each 3 month period. The booking would also be subject to 3 monthly reviews.
7. The accommodation may only be used for the purpose stated on the booking form and for the period of time booked.
8. The Hirer must ensure that all those using the accommodation are aware of the appropriate safety procedures - including the location of fire escapes and equipment, comply with the provisions of the Health and Safety policy and undertake an appropriate risk assessment for their activity.
9. The Hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials and will take full responsibility for any claims arising from the use of such material.
10. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Working Together to Safeguard Children 2015'
11. 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
 - be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.
12. Bouncy Castles may be used but suitable Personal Liability cover must be supplied by the provider as this is not covered by the church insurance.
13. There must be no smoking on the premises.
14. Alcohol may be consumed appropriately and in moderation on the premises, however the sale of alcohol is prohibited. The User must ensure that any person who appears to be intoxicated through drink or drugs shall be removed immediately from the premises.
15. The church is committed to being a good neighbour to those who live in the vicinity. Therefore the hirer must ensure that the use of the premises and the behaviour of anyone invited by the hirer on to the premises is not

such as to cause a nuisance, harassment, breach of the peace, or otherwise distress the owners or occupiers of premises or to those passing along the roads near to the church.

16. This is a residential area; therefore we ask that events end by 10pm and the premises are vacated by 10.30pm, encourage your guests to come and leave as quietly as possible, slamming of car doors, raised voices or blowing of car horns can be as disturbing as loud music. Please respect our neighbours.
17. The church must be left clean and tidy and the vacuum cleaner must be used to clear up any mess. All furniture and equipment must be returned to their original places and bulk refuse taken from the building for disposal by the User. Under no circumstances is rubbish to be left outside the church or neighbouring properties.
18. The User must ensure that all lights are turned out, the windows closed and left properly secure and the outside doors locked.
19. The User must ensure that any electrical appliances brought in and used on the premises by them, or any member of their party, shall be safe, in good working order and used in a safe manner.
20. The User must notify the church of any breakages or damage that has occurred during their use of the premises.
21. The User may not leave any equipment, furniture or articles of any kind unless by written agreement with the church, who reserves the right to charge a separate fee for the provision of storage facilities.
22. The church retains control, possession and management of the accommodation and the User has no right to exclude any member of the church from the premises.
23. The User must notify the church of any defect or malfunction of the accommodation, furniture or equipment.
24. The User agrees that the church accepts no responsibility for any injury or loss to person or property arising out of the use of the accommodation, apart from injury or loss resulting from the general maintenance of the accommodation, which is the responsibility of the church and the Hirer will keep the church indemnified against any claims for which the church is not responsible.
25. The church may terminate the agreement at any time if there is a breach of these conditions by the User.

IN CASE OF EMERGENCY

In case of emergency (i.e. fire/accidents) please dial **999**.

The address of the building is Bloxham Baptist Church, Hawke Lane, Bloxham, Banbury, Oxfordshire, OX15 4PY

There is no telephone line in the church premises so please ensure someone in your group has a mobile phone for health and safety reasons.

A portable ramp is available in the small meeting room located under the worktop to the left of the kitchen door.

This can be used from the road and will then need to be moved to the side door to gain access to the church building.

*If you are having trouble gaining access to the building, or have another urgent query **on the day** of your letting please contact: **Sarah Stapleton 07966828607***

Rooms available for hire:

Church Sanctuary (11.9m by 8.8m) Seats 110. Seating at tables for up to 60
£12 per hour - including use of the kitchen for drinks and light refreshments.

£15 per hour - including full catering use of kitchen (i.e. cooker and dishwasher)

Small meeting room (4.3m by 4.2m) Seating for up to 10.

£6 per hour - including use of the kitchen for drinks and light refreshments.

Kitchen - The kitchen is fully equipped for the preparation of light meals and refreshments with crockery and cutlery to service 40.

