

Bookings Application

Willingham Baptist Church

George Street, Willingham, CB24 5LJ



Conditions of Hire

1. Applications for the hire of the church premises must be in writing on the appropriate form. The scale of charges are set out on the back page. In the event of a revision of charges (annually on 1st January each year) for the hire after the date of application and before a hiring is confirmed by the church secretary, the hirer shall pay the revised charges.
2. Hirer may cancel a booking by giving fourteen day's notice in writing
3. The church secretary reserves the right by notice to the hirer, to terminate the hiring at any time for reasons outside the control of the church, but the church shall not be under any liability to the hirer for any loss he may sustain out of such termination.
4. Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture or other property and a claim for the repair or replacement of such buildings, furniture or other property will be made.
5. If the hirer requires the halls to be set up by the church, this will incur an extra charge, please ask the church secretary at time of booking.
6. The hirer is expected to leave the room as they found it (clean and tidy). If any additional expense is incurred because exceptional cleaning becomes necessary in consequence of the use of the premises, the person hiring the building will be responsible for any such expense – charged at £15.00 per hour.
7. The church cannot accept responsibility for any loss, damage or accidents occurring during the occupation of the premises and particular attention is drawn to the observation of safety regulations e.g. fire exits must not be locked / blocked.
8. The church leadership reserves the right to refuse any letting application.

Hirer's Responsibilities

9. No nails or fastenings of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
10. Electrical equipment must not be brought into the premises unless:-
 - a. the arrangement has been approved in advance AND

- b. the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations.

Public Liability Insurance

11. It is the hirer's responsibility to ensure they have adequate Public Liability Insurance Cover in relation to their activity.
12. Smoking is not permitted on church grounds.
13. Health & Safety Policy/Personal Evacuation Plan
14. A first aid box located in the kitchen. Any accidents should be reported to the church secretary and noted in the Accident Book located in the kitchen.

SCALE OF CHARGES FROM **1st January 2019 -** **31st December 2019**

Scales	Main Hall * <i>per hr</i>	Back Hall * <i>per hr</i>	Meeting Room * <i>per hr</i>	Kitchen ** <i>per hr</i>
A	£15	£12	£6	£8
B	£10	£8	£4	£5

SCALE OF CHARGES

1. Scale A – Commercial
Scale B – Village / Social / Charitable
 2. Chargeable extras per booking: Piano £5, Organ £5, Audio Visual Items £5.
 3. Toilets are regarded as normal requirements for all functions / uses
- * The use of the kitchen for the preparation of drinks is included in the hourly rate for the rooms, consumables not provided.
- ** The use of the kitchen for anything other than the preparation of drinks is charged by the hour.

Please complete and detach the Application Form and return to the booking clerk. Once the completed form has been received, a written confirmation to agree the booking will be sent. The booking is not confirmed until written confirmation has been received.

Application Form

Willingham Baptist Church

George Street, Willingham, CB24 5LJ



Details of Applicant

Full Name.....

Address.....

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Tel No.....Mobile.....

Email.....

Club or Society (if applicable).....

Details of Function

Date Proposed (for single booking)

Dates Proposed for block booking: From..... To.....

Excluding

At what time do you require access.....

Type of function.....

Estimate of numbers attending.....

Facilities Required (see pages 1 & 2 for charges)

Location	Time required From	Time required to
Main Hall *		
Back Hall *		
Meeting Room *		
Kitchen **		

* The use of the kitchen for the preparation of drinks is included in the hourly rate for the rooms, consumables not provided.

** The use of the kitchen for anything other than the preparation of drinks is charged by the hour.

Tick Box for requirement

Piano		Organ Main Hall		A/V Main Hall	
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Catering

Will you be using the kitchen **YES / NO**

For hot & cold drinks * **YES / NO**

For food preparation ** **YES / NO**

If commercial caterers please provide name and address:

Name.....Tel No.....

Address.....

Setup

Do you require chairs and tables setup? **YES / NO**

(This is chargeable please ask the secretary)

For how many?..... Please attach a plan

Insurance - Mandatory

The organisation / individual responsible for renting the premise must have adequate public liability insurance - YES / NO

Applicants Undertaking

I have read and agree to abide by the conditions and responsibilities of hire. Payment to be made prior to or on the day of hire. I indemnify the Church against any loss or damage arising from this letting.

Is this booking chargeable

YES / NO

Estimated Charge.....

I accept this estimate. Signed.....(Applicant)

Signed.....(Church) Date.....