



APPLICATION FOR OCCASIONAL HIRE

Name of group:

Day, Date and year of Hire:

Reason for Hire:

CONTACT INFORMATION:

Name of Contact/Hirer:

Address:

Postcode:

Telephone:

Email & Mobile:

BOOKING PERIOD:

Please ensure the booking covers sufficient time for set up and clear up. Please state if the kitchen will be used. The premises must be completely vacated by the finishing time stated below.

Main Church hall

Fromto.....

Cost £60 per Hour with the use of the pool.

Cost £50 per Hour without the use of the pool.

Upper meeting room

Fromto.....

Cost £30 per Hour with the use of the video projector.

Cost £25 per Hour without the use of the projector.

Basement hall

From.....to.....

Cost £60 per Hour with the use of the kitchen.

Cost £50 per Hour without the use of the kitchen.

Please attach a £100 cheque (made payable to **East Ham Baptist Church**) as a Security Deposit. This will be destroyed on successful completion of booking once premises are to be found in as state complying with the terms and conditions enclosed.

The full payment plus any extra attendance charges (see Terms &Conditions) must be paid in full by the date requested.

I would like to book the parts of East Ham Baptist Church stated above and I have read and agree to comply with the terms and conditions.

Signed (Hirer).....Data.....

Please return this form to East Ham Baptist Church /Reference Hire.

GENERAL TERMS & CONDITIONS OF HIRE OF EAST HAM BAPTIST CHURCH HALLS

1. The term “the main Hall, the upper room & basement Hall” means East Ham Baptist Church.
2. The term “the Hire” means the person making the booking/reservation and signing the Booking form as the official representative.
3. You must not use the Church premises for any purpose other than that described in the hiring agreement, nor do anything or bring onto the premises anything which may endanger them or render invalid any insurance.
4. You must complete and sign an application form for hire of the premises and return it to the Church management team. The booking will remain provisional and subject to alteration and / or cancellation until receipt of this form and acceptance on behalf of the church.

5. You must pay the balance of the hiring fees promptly on demand, with any additional costs which may result from breach of any of these terms and conditions.
6. The cost of employing stewards or other personnel for any extra time beyond that booked will be charged to you. The cost and process of preparing or hiring staging and other technical equipment will be your responsibility.
7. Church furnishings may only be moved by prior arrangement and under the supervision of an appointed church person.
8. In the interests of public safety, you must ensure that all equipment complies with current safety regulations and is operated by suitably qualified personnel, with due care to avoid damage to the fabric and furnishings in the premises. You must arrange First Aid cover.
9. Fire officers, churchwardens, or any other officer of the church must have access to the premises at all times.
10. You will be responsible for leaving the premises and surrounding area in good order and in a clean and tidy condition, with any furnishings temporarily removed from their usual positions properly replaced, otherwise the church will be at liberty to make an additional charge. Order must be restored by the time shown on the application form, all your property having been removed.
11. The church reserves the right to refuse an application for hire.
12. If you wish to cancel the booking before the event date, reimbursement of any costs incurred by the church will be deducted from the deposit.
13. You must indemnify the church for the cost of repair of any damage done during the course of your hire to any part of the premises, its fabric or furnishings. At least four weeks prior to the event, you must produce evidence of insurance cover in relation to possible damage and also in relation to public liability, including "indemnity to principals" and "damage to rented premises" clauses, and theft, loss or damage to your own property.
14. You must report all accidents involving injury to the public to the administrator or other church officer as soon as possible. Any failure of equipment, either that belonging to the church or brought in by you, must also be reported as soon as possible.
15. No animals, except guide dogs, are to be brought into the church.
16. The church is not normally available for setting up purposes prior to the morning of an event. Time may be possible for setting up on the previous day, but this may involve an additional charge.
17. You must ensure that all emergency routes and access routes within, and to and from, the premises are unobstructed and kept clear of equipment, motor vehicles, or any other hazard, and are immediately available for instant public exit.

18. No Alcoholic drinks to be served or sold in the church premises.
19. No lottery, raffle, or other form of gambling can be promoted or take place within the church premises.
20. No smoking is permitted within the church premises.
21. You are responsible for any posters, programmes, press and radio advertising. Copies of your advertising material and complete programme must be approved by the church managing team before going to print.
22. You must not carry out or permit any fly-posting or any other unauthorized form of advertisements for the event and must indemnify the church accordingly against all action claims and proceedings arising from any breach of this condition. Any charges and / or penalties incurred as a result of unauthorized advertising will be your responsibility.

USE OF KITCHEN- SPECIFIC TERMS & CONDITIONS

The hirer shall be responsible for all matters relating to food & drink hygiene especially in the preparation of food & drink when hiring the premises. The Management of the church cannot be held responsible for any food or drinks prepared on or off the premises by the Hirer or those responsible for catering during the Hire period. In addition, the Management of the Church cannot be held responsible for the maintenance of correct temperatures in the refrigerators, freezers, and ovens on the premises. All foods and beverages served on the premises are solely the responsibility of the hirer.

INSURANCES & LICENSES

Please note you yourself are responsible for ensuring the Hall is appropriate for your purpose, and for any accident or injury arising there from, and therefore for arranging your own insurances, licences, Child Protection Clearance etc: the Church, its agents and its Insurers cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons, or temporary closure loss of business etc, resulting from fire, theft, vandalism, accident, assault, breakdown of machinery or electrical gas or water supply, or legislation . *The Church*, its agents and the Authorities reserve at all times the right of entry, and may be obliged to decline, cancel or curtail your hire if you are unable to produce appropriate evidence of such insurance or licences, or are clearly in breach of any other of these Conditions.