

ORPINGTON BAPTIST CHURCH



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Terms and Conditions of Room Hire

1. The Hirer must state the nature, purpose, content and programme of the event for which the premises are required by completing the Booking Form in full.
2. The proposed use of Orpington Baptist Church (OBC) must be in line with the aims and ethos of the building.
3. OBC reserves the right to refuse, cancel or alter any booking at whatever notice they deem necessary if the premises are required for official purposes, for maintenance/refurbishment activities or for any other reason according to these terms and conditions and/or for any legal or safety reason. In those circumstances, all payments received from the Hirer will be refunded in full.
4. Booking requests will only be considered on receipt of a completed and signed Booking Form accompanied by a 50% deposit. OBC will aim to respond to all booking requests within two working days.
5. If the booking is accepted, the Hirer will be informed in writing and the balance of the Room Hire Charge must be paid in full by the Hirer by no later than 7 days prior to the date of hire. OBC reserves the right to re-let times and spaces where the full payment has not been received in due time. Failure to make full payment in due time will be classed as a cancellation by the Hirer; the deposit will be forfeited in full and the Hirer will remain liable to pay the full Room Hire Charge.
6. Booking Cancellations by the Hirer:
 - a. If any booking is cancelled with less than 60 days notice the deposit paid will be forfeited in full.
 - b. If any booking is cancelled with less than 30 days notice the Hirer is liable to pay 50% of the Room Hire Charge.
 - c. If any booking is cancelled with less than 15 days notice the Hirer is liable to pay the full Room Hire Charge.
7. OBC reserves the right to re-hire times and spaces where possible.
8. OBC should approve any publicity material used to promote the Hirer's event.
9. The Hirer must not sub-let under any circumstances to another individual or group.
10. Regular recurring bookings will normally be limited to a maximum period of 12 months; towards the end of this period the arrangement will normally be renewed for a further 12 month period by the completion and signing of a new Booking Form. Previous compliance to these terms and conditions will be taken into account as part of the renewal process.
11. OBC expects high standards of behaviour from all its hirers and the named Hirer will be responsible for the conduct of their group whilst on the premises. The Hirer is responsible for ensuring that guests leave the premises including the car park area, in a quiet and responsible manner having due regard for local residents.
12. The Hirer is responsible for ensuring that the numbers attending an event do not exceed that quoted on the Booking Form or other associated correspondence.
13. The premises must be vacated not later than the time booked. A charge per hour or part thereof may be levied for any time the premises are occupied over and above that booked.
14. The premises must be left in good order, including the return of all furniture to its previous position, clearing of rubbish and sweeping of floors.
15. The Hirer will be responsible for any damage to the building or its contents by members of the Hirer's group. OBC retains the right to levy a charge in addition to the agreed hire charges where the Hirer's group causes damage to the building or its contents.
16. The Hirer shall ensure that any activities for children comply with the provisions of the Children's Act 1989 and 2004 and that only fit and proper persons who have passed the appropriate Disclosure Barring Service checks have access to the children. The Hirer on request will be required to produce his Child Protection Policy. The Hirer shall arrange for sufficient adult supervision by persons accustomed to the care and control of children at all times.
17. OBC is a non-smoking environment (including the car park and gardens). The Hirer is to ensure that those attending the event and who wish to smoke do so well away from Church buildings and land.
18. The sale and/or consuming of alcohol or any form of gambling are prohibited on OBC premises.
19. Events will normally be expected to finish by 10.00pm allowing the premises to clear by 10:30pm unless prior permission to extend beyond these times is obtained from OBC.
20. OBC does not hold a Premises Licence and the Hirer is responsible for ensuring that OBC obtains a Temporary Licence where required prior to the event.
21. OBC holds Public Liability Insurance and a copy of the certificate is displayed in the main foyer area. OBC accepts no liability for the loss or damage to any property belonging to any users of OBC premises including the car park or for personal accident or injury sustained by any person using OBC premises except in circumstances where negligence on the part of OBC is proven. Hirers are required to hold their own public liability insurance cover where appropriate.
22. Hirers are not permitted to bring their own electrical equipment into the building for use without the prior agreement of OBC. Any equipment used must have an up-to-date PAT certificate, with the exception of Laptops, iPods and MP3 players for personal use.
23. Hirers must familiarise themselves with OBC's fire and evacuation procedures, displayed on notices throughout the premises, and are responsible for the safe evacuation of their group.
24. First Aid equipment is provided at the First Aid Points located throughout OBC. All accidents or 'near misses' must be recorded in the OBC Accident Book located in the bottom drawer of the small filing cabinet in the Foyer.
25. Any lost property found on the premises will be logged and held for 14 days and then disposed of to a good cause.