



Letting Application Form September 2023

Name of organisation: _____

Description of Proposed Activity _____

- Is your organisation a charity? YES/NO if YES see *** below ref. payments
- Have you or your organisation used the church centre before YES/NO if NO read the T&Cs on reverse
- In the case of activity involving children you should be aware of the governments suggested guidelines 'Safe from Harm'.

Name of applicant: _____

Address of applicant: _____

Home Phone number: _____

Mobile phone number: _____

Email address: _____

Name address and Phone number of person in charge if different from applicant: _____

- Please make your booking for 3 calendar month, or less.
- Start Date: _____ Start Time: _____ Finish time _____ Finish date: _____

Two weeks before the end a booking please complete the renewal form, by email or found in the centre

1) **The fee is £14.00 an hour: Paid by Bank Transfer: Code 40-26-22. Account 40232254**

***** We do not charge for Charity organisations, but a small voluntary donation would be welcome
Please note there is a £20.00 refundable deposit for the key. It must NOT be copied or used for access to the building other than the time indicated on this form, or any renewal form.**

In signing this you acknowledge you have read and agree to the terms and conditions as set out on the reverse of this form, failure to comply may result in your booking being cancelled. You also confirm that you have read and agree with the data protection policy in our Care and Concern booklet or on our website. www.hockleyheathbaptist.com/information

Signed: _____ Dated: _____

We encourage you to read our 'Care & Concern booklet' which contains our health & Safety Policy

**Minister
Church Secretary
Treasurer**

**Rev. Ken Hawkings
Mr. Derrick Hancock
Mr. Derrick Hancock**

**Tel:
Tel: 07981 911605
Tel: 07981 911605**

email: derrick_hancock@msn.com

CONDITIONS FOR THE USE OF THE CHURCH CENTRE

- 1) We are a Church and as such hiring out our premises is not our prime function, we do not therefore have a caretaker. In order that we can accommodate the less able you may be asked at any time **as a condition of the hire** to put up or put away tables not related to your organisation. **If you feel unable to do this please reconsider your booking, or speak with Derrick. We will always do our best to reduce the occasions when this would be necessary.**
- 2) The agreed fee for the use of the accommodation must be paid in advance of the hiring, and thereafter as indicated on the booking/renewal forms.
- 3) The Centre will be unavailable on all bank/Christian Holidays, and during August.
- 4) Bookings are made for 3 month periods or less. Renewal by email derrick_hancock@msn.com or forms found in the centre
- 5) Cancellations **will not** be re-paid without 2 weeks prior notice or due to adverse weather conditions.
- 6) 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 the church shall be entitled to claim the cost of replacement or rectification of any damage.
- 7) The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
- 8) **After the use of the accommodation it must be left in a clean and tidy condition and that all lights are turned out and all doors and windows properly secured, and rubbish removed from the site. Please ensure the main door is locked.**
- 9) The User must ensure that during the use of the accommodation that no person smokes and that in the event of candles being used that there is a designated Fire Marshall and that only safety lighters that extinguish instantly on being dropped should be used.
- 10) The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 11) The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and **the User will keep the church indemnified against any claims for which the church is not responsible.**
- 12) The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
- 13) The User will comply with the provisions of the church's Health and Safety policy (displayed on the notice boards) and will ensure that all those using the accommodation are aware of the appropriate safety procedures. Including any government regulations ie: COVID19
- 14) Where the premises are to be used by children, the User acknowledges the Government's guidelines set out in the document 'Safe from Harm'.
- 15) **From time to time it may be necessary for the church to use the buildings at a time when the hall is booked. In this case the church reserves the right to notify the user giving a minimum of 2 weeks' notice. The fees for that period would be repaid or another suitable date agreed.**
- 16) Preferred payment by Bank Transfer: Code 40-26-22. Account 40232254

Manager is Derrick Hancock. 07981 911605. Derrick_hancock@msn.com