

# STANLEY ROAD BAPTIST CHURCH

Stanley Road, Morecambe, LA3 1UP - [www.stanleyroad.org.uk](http://www.stanleyroad.org.uk) – 01524 410015

Worshipping God – Preparing believers – Serving others

## CONDITIONS OF HIRE for the use of STANLEY ROAD BAPTIST CHURCH PREMISES

- 1a) One-off bookings may be made up to one year in advance. Children's parties are welcomed for birthdays of children up to and including the age of 11. We want your event to be a success and are keen to know how we can improve your experience. We therefore may email you following your party to check that everything went well and ask for your feedback.
  - b) Regular or continuous bookings may be made up to three months in advance initially.
  - c) All bookings are subject to availability of the required rooms, and acceptance of your application by the leaders of the church that the booking falls within the ethos of the church.
- 2) Seven days' notice is required if you do not need the rooms on one of your regular booked days. Similarly, the church will aim to give seven days' notice if the room(s) is needed for an unplanned event (such as a funeral).
  - 3) One month's notice is required if you want to cancel your regular booking, or one month's fees will be due in lieu of notice. The church will undertake to give you a minimum of one month's notice of any cancellation of your regular booking.
  - 4) Notice of cancellation may be given with immediate effect if you fail to abide by the Conditions of Hire.

### **DATA PROTECTION LEGISLATION**

Under Data Protection legislation, the church Charity Trustees of Stanley Road Baptist Church are the Data Controller, and the Church Secretary acts as our Data Protection Officer.

We are collecting this information to enable us to enter into a room-hire contract with you. If you are unable to provide this information then we will be unable to enter into that contract. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

The information you supply on this form will be held in paper form in the Secretary's secure office, and on the office computer which is password protected in the case of regular bookings. The information supplied for one-off bookings will be held securely in paper form in a folder by the Party Bookings Secretary. The information will only be accessed by the Minister, Church Secretary and the Party Bookings Secretary. All information will be destroyed within twelve months of the end of your room hire contract.

The information you have supplied will be used for communication between the church and yourself regarding room hire arrangements, and for where appropriate for invoicing purposes.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

## CONDITIONS OF HIRE

The User/Hirer is taken to be the organisation using the church building or the person responsible for supervising the activity. **The Hirer, or a Nominated Responsible Person, shall be in charge of the event and be present throughout the period of hire.**

1. The leadership team require that bookings fall **within the ethos of the Church** and reserve the right to refuse any application. The church is willing to make its building available for activities that are beneficial to the community. We do not accept bookings from political parties. Applications will be denied where there may be a risk to the premises.

2. **The church reserves the right to cancel a booking at short notice.** This is extremely unlikely, however in this improbable event, should the use of the church building be required (e.g. for a funeral) we will endeavour to give seven days' notice. In such circumstances, the church will refund any monies paid but shall not be under any liability to the Hirer for any loss or damage arising out of such cancellations.

3. **A deposit should be paid in advance and the balance of the agreed fee on or before the day of the hire** (unless alternative arrangements are made with the church in advance).

4. **The User may only use the agreed rooms and facilities** for the purpose and period indicated on the application form. The person responsible for supervising the activity should ensure that other areas of the premises are not accessed and that children are kept under control. Care should be taken to be considerate to neighbours of the church whilst in the building and when leaving the premises.

5. **After use**, the premises must be left clean and tidy with furniture and equipment restored to its original positions. The User must ensure all lights are turned out and windows and doors properly secured when leaving. It is the **Hirer's responsibility to wipe and stack the chairs and tables, brush the floor and clear away any litter brought in during their event. Black sacks are provided. A dustpan and brush, black bags and mop and bucket can be found in the side-room and kitchen.**

6. During the use of the premises, the User must ensure that **no smoking or drug use takes place, no alcohol is supplied or consumed, no gambling (including raffles unless previously agreed) takes place and that no foul or abusive language is used.**

7. **The User must not leave equipment, furniture or articles of any kind on the premises** unless by prior agreement from the church, who reserve the right to charge a separate fee for the provision of storage.

8. **The User is responsible for all electrical equipment** brought onto the premises which must be in good working order. The church shall not be liable to the Hirer in respect of any loss or damage to the Hirer's property.

9. **Safety Regulations:** The Hirer will comply with the provisions of the church's Health and Safety policy and ensure those using the premises are aware of the appropriate safety procedures. In particular:

a) Pedestrian and wheelchair access must be maintained and no obstruction is to be placed in the gangways or near emergency exits.

- b) Hirers should have read and understood the **Instructions in Case of Fire** displayed in the building.
- c) Fire-fighting appliances must be kept in their proper places and used for no other purpose. Damage caused by tampering with such equipment will be charged to the hirer.
- d) Where the kitchen facilities are used the hirer will comply with all relevant food safety (general food hygiene) regulations.
- e) Children under 16 must not be allowed into the kitchen area without adult supervision.
- f) No animals are permitted in the building (excluding guide dogs) unless specific permission is granted from the leadership team.
- g) A first aid kit is available in the kitchen.

10. **The User agrees that the church accepts no responsibility for injury or loss to person or property** arising from the use of the church premises. The User should notify the church of any accident/injury that occurs during the hire period. Accident/incident forms are available in the kitchen and must be completed should an accident occur. Please leave the form in the kitchen for the attention of the Church Secretary before leaving.

11. **The User is responsible for all damage** (other than fair wear and tear) to the premises, fixtures, fittings and equipment during their hire. **No posters or similar items are to be put up, except by prior agreement. Do not use sticky tape on the walls as this damages the paintwork.**

12. **The User should notify the church of any defect** found in the premises, furniture or other equipment.

13. The church holds appropriate public liability cover, but this does not provide indemnity to third parties hiring the premises. It is therefore strongly recommended that **all hirers check with their insurers that their cover extends to include their planned event.** Hirers using a bouncy castle should take particular note and ensure that the providers of the bouncy castle have appropriate insurance.

14. Upon request, the user will supply the church with any **printed matter** relating to their activities, including any material making reference to the church's name and address.

Please contact the Church Secretary with any questions about the hire of the hall, on 07946 043505 or email on [chrisbetteridge127@outlook.com](mailto:chrisbetteridge127@outlook.com)