

## St Andrew's Street Baptist Church

43 St Andrew's Street, Cambridge CB2 3AR

Tel 01223 506343 [www.stasbaptist.org](http://www.stasbaptist.org) office@stasbaptist.org

### BOOKING REQUEST FORM

**2023**

Name of organisation			
Type of group (please delete): Community/Charity/Commercial/Private Provide charity no. if relevant:			
Description of proposed activity			
Date(s) required			
Time requested <b>(include set-up &amp; clear-up)</b>	From	To	Total hours requested
	Event hours (if different)	Start	Finish
			Notes
Rooms requested			
Equipment/facilities (additional charges may apply; subject to availability)	Main café kitchen (basic or full use)		
	Dishwasher service		
	Small kitchen (basic or full use)		
	Crockery/cutlery		
	Church AV system		
	Upper Hall sound system		
	Portable projector		
	Flipchart or whiteboard (excludes pens)		
	Excess rubbish disposal		
	Other requests:		
Expected number of users			
Layout requirements (e.g. theatre style; additional charges may apply)			
Requested numbers of tables/chairs			
Any other requests (can be adjusted up to booking date)			

<b>Contact details</b>			
<b>Person responsible for the booking</b>			
Name		Email	
Organisation address		Telephone	
<b>Person supervising the event (if different)</b>			
Name		Address	
Mobile tel.		Email address	
<b>Billing contact details (if different)</b>			
Name		Email address	
In case of activity involving children, has your organisation agreed to comply with the Government's statutory guidance 'Working together to safeguard children 2018'?			Yes/No
Please attach copies of the following, if relevant (tick if attached):		Public liability insurance certificate	
Safeguarding policy/statement		Food Hygiene Level 2	
		General risk assessment	

I have read and accept the terms and conditions of hire.

Signature ..... Date .....

Name ..... (printed)

**FOR OFFICE USE ONLY**

**Confirmation of booking**

I confirm on behalf of the Church that the booking as indicated on this form is accepted, subject to the hiring conditions overleaf and to the payment of the agreed fee.

Signature ..... Date .....

Name ..... (printed)

Estimated booking fee: .....

Non-refundable administrative fee requested by the Church: £5.00 / £10.00

Privacy statement: The personal data collected on this form is for the legitimate purpose of managing premises hire. The Church Office will store this information on its computer system and in paper form in the locked office. The maximum length of time details will be retained is 5 years unless there is a genuine legal reason to retain longer.

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### Terms & Conditions of hire of church premises from 1<sup>st</sup> January 2022

1. The hire is only confirmed once the booking request form has been received and accepted by the Church office.
2. First time or occasional bookings may be required to pay a deposit of £50, which deposit will be refunded within seven days of the hiring or deducted from the final invoice unless there has been any damage to the premises or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying the damage.
3. The agreed fee for the use of the premises must be paid within 14 days of receipt of invoice. For first time or occasional bookings, this may be in advance of the booking.
4. In the event of cancellation by the User within 7 days of the event, the full charge shall apply. For regular bookings, 28 days written notice is required of cancellation.
5. On a rare occasion, the Church may need to cancel a specific booking; in this case, as much as notice as possible will be given in writing and a full refund of any charges paid for that session.
6. Each booking request will be considered on its own facts, however as a general rule we will not hire our premises to individuals or groups where the proposed use is inconsistent with our purposes or conflicts with our doctrine. Neither will we accept bookings for activities which will prevent the Church's activities from functioning in full. No acts of worship, other than Christian worship, are permitted on our premises.
7. The Church retains control, possession and management of the accommodation and the User has no right to exclude the church from the premises.
8. 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 premises.
9. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted by the church.
10. Additional time must be notified to the Church and will be charged for.
11. Events open to the public ending after 11pm may require a TEN (temporary events notice) from Cambridge City Council. The arrangement of this and any fees charged are the responsibility of the hirer.
12. The Church is entitled at any time on giving reasonable notice to the User to require the User to transfer if possible to alternative or comparable space and accommodation elsewhere in the building.
13. The premises must be left clean and tidy with all furniture and equipment in the same position as at the commencement of the hiring. All lights should be turned off and all the doors and windows properly secured. Please see also 'out of hours' conditions.
14. 'Room set up' is not included in the charges; the Church will help where necessary. If special set up is required, there will be an additional charge.
15. All rubbish must be placed in the bins provided or removed from site. Excess rubbish will be charged to the hirer as per our list of our charges.
16. The User must ensure that during the use of the premises no person smokes and that no alcohol is supplied or consumed.
17. The User must not leave in the premises 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.

18. The User must not bring onto the premises any portable electrical appliances without first obtaining permissions from the church office at the time of booking. Any such equipment must be in good condition and carry a portable appliance testing (PAT) certificate.
19. No candles or any other object required to be lit by a naked flame must be used on the premises at any time without permission from the church office. Any damage caused by failure to comply with this condition will be chargeable to the User.
20. 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. The User should provide a copy of their public liability insurance certificate.
21. The User has a responsibility to notify the church office of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
22. The User will comply with the provisions of the Church's Health and Safety policy and will ensure that those using the accommodation are aware of the appropriate safety procedures.
23. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
24. We require all external groups working with children, young people or adults at risk on church premises to:
  - Provide confirmation of up to date safeguarding policy and procedures
  - Ensure all staff, whether paid or voluntary, have been subject to DBS checks in line with national government guidance
  - Be able to demonstrate that all paid staff and volunteers have completed the appropriate level of safeguarding training

### **Out of Hours**

1. All Users of the building 'out of hours' (after 500pm or before 900am or at weekends/bank holidays) must either have had official keyholding training with a member of church staff or be supported by a paid keyholder. Keys must not be copied or passed to anyone else.
2. Keyholders are the responsible person for fire, health and safety and safeguarding if relevant.
3. Keyholders are responsible for the security of the building during and after their event including providing someone on the external door(s) for the whole event.
4. Emergency contact details for the church office are provided to keyholders and group supervisors; group supervisors must provide a mobile number with their booking for contact during the event.

### **Main church kitchen**

1. All supervisors of the main church kitchen must have attended induction with a member of the church in advance of the booking and the nominated supervisor must be present for the full time of the kitchen booking, including set up and clear up. Use of equipment must be agreed in advance. The kitchen must be left in a clean and tidy condition. The Church reserves the right to levy additional charges if extra cleaning is required or any items are broken.
2. The catering supervisor must provide a valid food hygiene certificate, level 2 or higher.

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**Admin charge**

As of 2022, we have instituted a small admin charge of £5 or £10 depending on the type of booking. This will be requested on confirmation of the booking. It is non-refundable and will not be deducted from the overall charge.

**Payment Details**

Church Account details

Lloyds Bank Sort Code 30 91 56 Account no 00714916

Cheques made payable to St Andrew's Street Baptist Church