

HERSHAM BAPTIST CHURCH

Arch Road, Hersham, Surrey, KT12 4QR

APPLICATION FOR HIRE OF THE CHURCH PREMISES

To: **Phil Fellows (Pastor)**
Hersham Baptist Church
Arch Road, Hersham
Surrey, KT12 4QR

tel: 01932 701139
email: phil@hershambaptist.org.uk

Please note that the premises are a place of Christian worship, so please do not use them for any purpose which conflicts with the purposes or beliefs of the church.

Please print your responses throughout. Thank you.

1. Name of organisation:

2. Description of proposed activity:

3. Dates and times required:

4. Name, address and telephone number of person responsible for the booking:

5. Name, address and telephone number of person supervising the activity and/or opening up the premises for repeated bookings (i.e. as a designated key-holder), if different from the above:

If any items of furniture or equipment are moved during the hire please replace them as you found them.

6. Will you be using the piano?

YES NO

I confirm that all hiring conditions on the reverse side of this form are accepted, including where appropriate that related to the safety of any children brought onto the premises, and I enclose a cheque for £50 being a deposit.

Signed: **Date:**

Confirmation of booking (to be completed by the Church Officer and copy returned to the accepted applicant)

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 of £

Signed: **Date:**

HERSHAM BAPTIST CHURCH

CONDITIONS FOR USE OF THE CHURCH PREMISES

1. Except as otherwise specifically agreed in writing, all fees for the use of the premises must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring 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 such damage. Fees should be paid by cash or cheque made payable to **Hersham Baptist Church**.
2. The church retains control, possession and management of the premises and the User has no right to exclude the church from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the premises or any of the church's furnishings, equipment, fixtures and fittings which is occasioned in whatever way by the use of the premises.
4. The premises may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
5. The premises are a place of Christian worship and may not be used for any purpose which conflicts with the purposes or beliefs of the church.
6. The User must ensure that no person smokes on the premises at any time.
7. After the use of the premises it must be left in a clean and tidy condition with all chairs, furniture and equipment left in the same position as at the commencement of the hiring, and the Hirer must ensure that all lights are turned out, taps and switches turned off, all doors and windows properly secured, and all rubbish removed and placed in the appropriate bins outside. If Hirers require use of the kitchen then all crockery, cutlery and glassware must be washed and dried and returned to their correct places after use. Equally, Hirers using the piano must ensure that it is carefully closed up after use.
8. 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.
9. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the premises apart from such injury or loss which arises from the church's responsibility for the general maintenance of the premises and the User will keep the church indemnified against any claims for which the church is not responsible.
10. The User has a responsibility to notify the church of any defect in the premises or in any of the church's furniture or other equipment on the premises. Church contact details are noted below.
11. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the premises are aware of the appropriate safety procedures.
13. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.
12. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

Church contact: Phil Fellows telephone: 01932 701139 email: phil@hershambaptist.org.uk