

HERSHAM BAPTIST CHURCH

Arch Road, Hersham, Surrey, KT12 4QR

Application for Hire of Church premises

To: Heather Fellows
Hersham Baptist Church
Arch Road, Hersham
Surrey, KT12 4QR

Tel: 01932 701139
Email: heather@hershambaptist.org.uk

Please print your responses throughout and return the form via e-mail or post. Thank you.

1. Name:

2. Description of proposed activity:

3. Dates and times required:

4. Telephone number and e-mail address of person responsible for the booking:

5. Name 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:

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.

Signed: **Date:**

HERSHAM BAPTIST CHURCH

CONDITIONS FOR USE OF THE CHURCH PREMISES

1. The 'Church' refers to Hersham Baptist Church and its agents.
2. The 'Hirer' refers to the person hiring the Church hall for the purposes of this booking.
3. Where there is a hire agreement for 3 or more consecutive weeks (an on-going agreement), either the Church or the Hirer may give one months notice to end the agreement.
4. Invoices will be sent monthly (unless otherwise agreed in writing) and are payable within 14 days of issue. Payment can be made by cash, cheque or bank transfer. Please make cheques payable to **Hersham Baptist Church**. Bank transfers can be made electronically to our CAF Bank Ltd account:

Account name: Hersham Baptist Church
Sort code: 40-52-40
Account number: 00031346
5. A key to the Church building will be issued to all regular Hirers and must be returned when the agreement between the two parties comes to an end. The Hirer is responsible for looking after the key and ensuring that the premises are secured before leaving each time.
6. The Church retains control, possession and management of the premises and the Hirer has no right to exclude the Church from the premises.
7. The Hirer 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.
8. The premises may only be used by the Hirer and for the purpose and during the period indicated on the application form submitted to the Church.
9. The premises are a place of Christian worship and may not be used for any purpose which (in the sole discretion of the Church) conflicts with the purposes or beliefs of the Church.
10. The Hirer must ensure that no person smokes on the premises at any time.
11. 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. The Hirer must ensure that all lights are turned out, taps and switches turned off, doors and windows properly secured, and rubbish removed (and not placed in the Church's external bins). 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.
12. The Hirer must not leave in the premises any equipment, furniture or articles of any kind unless by prior written agreement from the Church.
13. The Hirer 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.
14. The Hirer must notify the Church of any defect in the Church's premises or equipment of which they become aware.
15. The Hirer 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.

16. Where premises are to be used by children, the Hirer agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.

17. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the Hirer.

Church contact:

Heather Fellows

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E-mail: heather@hershambaptist.org.uk