



SEAFORD BAPTIST CHURCH

BELGRAVE ROAD, SEAFORD, EAST SUSSEX BN25 2EE

Tel: 01323 896009 (Office)

Office e-mail: seaford.baptist@btconnect.com

All premises to be booked through the Church Office

BOOKING FORM

Name of Group:

Name of Group Keyholder:	Name of Event Organiser:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:

Proposed Dates:

Arrival Time:

Departure Time:

Please state the purpose of the Group/Event:

Intended Numbers:

Leaders/Helpers:

Children/Young people: Maximum: Minimum:

Group working with children need to confirm the following statement:

Our group confirms that we are familiar with the Home Office Code of Practice *Safe from Harm*; we have an understanding of it and undertake to follow its guidelines in relation to work with children under 18.

We understand that we should not bring our own electrical equipment onto your premises but where this is unavoidable we are solely responsible for the safe operation and maintenance of this equipment.

Please arrange a booking for the above group/event. I agree to abide by the conditions of hire and terms of room letting above and overleaf. I enclose a 10% deposit of (minimum of £5)

Keyholder's signature:

Event Organiser's signature:

Date:

SEAFORD BAPTIST CHURCH USE OF HALLS AND PREMISES TERMS AND CONDITIONS OF HIRE- STANDARD

Terms for Room Letting

Provisional and Firm Bookings

- Bookings are **provisional** until the receipt of a deposit and are subject to cancellation
- Bookings become **firm** after receipt of non-returnable deposit
- Deposit is calculated as approximately 10% of the room letting charge (minimum of £5)
- Room letting fees are payable in full at least one week in advance of the room let

Scale of Charges

- Room letting charges are based on the type of room and letting period
- Room letting rates are subject to review on 1st January and 1st July of each year
- VAT is not applicable

Type of Room

- There are 2 types of room available 1. Auditorium or Main Hall 2. Other Rooms
- Rooms are let on an 'as is' basis with no expectation of assistance with the movement of furniture

Letting Period

- Rooms are let in 1/4 hour blocks with a minimum of 2 hours

General. There are extensive church fellowship activities and regard must be made of their priority for use of the premises under the authority of the church leadership.

If, after confirming a booking, you do not come and fail to give reasonable notice you may well be depriving another group from coming in your place. Your deposit may be forfeit. On departure it is essential that all rooms are clear and clean. Any incidents or potential hazards should be reported to the Church Office as soon as possible.

Groups working with children need be familiar with Home Office Code of Practice *Safe from Harm*.

Insurance. The Church's insurance policy covers the use of the building by outside organisations, but visiting groups are required to carry their own insurance and public liability cover in their own name to indemnify them in the event of any third party bodily injury/property damage caused by their own negligence.

Safety and Security. All groups must familiarise themselves with the routes to and positions of emergency exits, evacuation routines and external meeting point. Corridors and exits must never be blocked. In addition leaders should note the positions of the first aid box and accident book; the positions and use of different fire extinguishers.

Please do not bring electrical equipment onto our premises but where this is unavoidable you should note that you are solely responsible for the safe operation and maintenance of this equipment.

There is no public telephone available and therefore we would advise all groups to have a mobile phone available for use in emergencies.

The Responsibilities of Group Keyholder:

- Is responsible for unlocking and LOCKING the outside door and switching on and OFF lights and gas, as applicable.
- Is responsible for setting up and the return of furniture.
- Is responsible for the safety of individuals within the building and the security of the premises and rooms under their occupation
- Will be expected to understand and apply the fire instructions in the event of hearing the alarm and is responsible for briefing group leaders, as applicable
- Will be main point of contact and responsible to the SBC Administrator for the conduct of the group and any consequential damage

Damage and Breakage. Groups are responsible for the full cost of reimbursement or replacement in the case of damage or breakage which needs to be reported to the SBC Administrator as soon as possible.

Cleanliness and food hygiene. A high standard of care and cleanliness is observed especially in the kitchen where good hygiene practice is required at all times. All food stored in the fridge/freezer must be labelled and together with the microwave, cooker and work surfaces kept clean. On departure it is essential that all rooms are clear and clean.

It is stressed that drinking of alcohol, smoking, gambling (including tombola), new age such as Yoga and Tai-Chi are not allowed on the premises at any time.

Use of Auditorium It is essential that the external ramp doors be unlocked throughout and the double doors at the foot of the internal stairs fastened open. In addition the two sets of double doors leading to the main church entrance must be capable of being opened immediately by a nominated person should an alarm be raised. Also any parking must not obstruct easy exit from the church or access by emergency services.

We hope you will have a happy, safe event on our premises. Please do not hesitate to contact us should you require any clarification or further information.

