

WRBC BUILDING HIRE - CONDITIONS OF USE

1. The premises may only be used by the Organisation or Individual hirer (the Hirer) for the purpose of and during the period indicated on the Hiring application form submitted to the Lettings Administrator (the Church). Only the specified rooms, communal areas, kitchen, and toilets may be used. **Regular users must notify term dates** to the Lettings Administrator at least 2 weeks before the beginning of a new school term.
2. All Hirers agree to comply with the terms of the Church's:
 - a. Health and Safety Policy
 - b. Emergency Evacuation Procedure
 - c. Coronavirus Protocol 2 for Visiting groups

all of which can be found on the [WRBC website](http://www.wrbchitchin.org.uk). (www.wrbchitchin.org.uk)

Hirers must ensure that all those using the premises are aware of the appropriate safety procedures. Failure to do so will entitle the Church to terminate this agreement or severely jeopardise the Hirer's ability to use the premises on any future occasion.

3. Where the premises is used by organisations for activities involving children (under 18yrs) or adults "at risk", the Hirer also agrees:
 - a. to comply with the Baptist Union's safeguarding guidelines set out in the **Church's Safeguarding Policy** which can also be found on the [WRBC website](http://www.wrbchitchin.org.uk). Where an equivalent safeguarding or child protection policy is being used this must be submitted to and agreed by **the Church's Designated Person for Safeguarding (DPS)** in advance of a hiring: email: safeguarding@wrbchitchin.org.uk
 - b. that all staff (paid or volunteers) have been safely recruited using safer recruitment best practice and have undertaken the necessary safeguarding training.
4. All Hirers agree to make payments as specified on the Hiring application form via bank transfer to the Church's bank account with Barclays. Payments should be identified with the Hirer's name & the date of the one-off event or days of regular events.

Account Name: Walsworth Road Baptist Church / Sort Code: 20-41-12 / Account No: 20935972

If this is not possible a cheque made payable to Walsworth Road Baptist Church may be enclosed when returning the signed application form. In certain cases, it may be possible to accept a deposit (to be agreed) at the time of booking with the balance paid later.

For one off events - in the event of cancellation, the Church reserves the right to apply a charge of up to 50% of the fee.

For regular bookings – the Church will **not** reimburse missed weeks unless the Lettings Administrator is notified at least 2 weeks in advance.

The Church also reserves the right to make an additional charge where the Hirer exceeds the booked period or changes its requirements. Any additional requirements such as use of projector, screen or other technical equipment must be requested at the time of booking.

5. The Hirer is responsible for all damage (other than fair wear and tear) to the premises or any of the Church's fixtures, fittings and equipment which is occasioned in whatever way. **The playing of ball games inside is only permitted in the Upper Hall using soft balls** because of the risk

- of damage to windows or lights which could cause injury, and which are costly to replace. Any damage or breakages must be notified to the Lettings Administrator immediately by telephone and be paid for in full by the Hirer.
6. The Hirer is responsible for notifying the Lettings Administrator of any defects to the premises, furniture, or equipment as well as any power cuts and/or heating malfunctions in order that these can be rectified as soon as possible.
 7. The Hirer may only leave equipment, furniture, or articles of any kind on Church premises with prior written agreement from the Lettings Administrator. The Church reserves the right to charge a separate fee for the provision of any such agreed storage facilities. In all cases, storage must comply with the Church's Health and Safety Policy. The Church will not be liable for loss or damage to any such items, and the User should make their own appropriate insurance arrangements. The Church reserves the right to remove any unauthorised items, or any deemed by the Church to be in contravention of its Health and Safety Policy.
 - 5 **Smoking is not permitted** anywhere on Church premises. Smoke detectors are fitted in all rooms. The Hirer must not use naked flames, including candles and tea lights, on the premises without first submitting a Risk Assessment Form to, and receiving written permission from, the Church Health and Safety Officer. The use of liquid gas equipment for cooking activities **is not permitted** on the premises.
 - 6 Alcohol may NOT be brought onto or consumed on the premises. No activity involving gambling is permitted at any time.
 - 7 The premises must be left in a clean and tidy condition, with all furniture and equipment put away after use. Chairs in the lower hall must be returned to the chair store and stacked neatly no more than 5 high. Chairs in the upper hall should be stacked no more than 5 high against the walls. Carpets must be vacuumed to remove food or craft items (a vacuum cleaner is provided by the Church). All rubbish must be removed. Tables must be wiped clean and, in the case of the lower hall, folded flat and returned to the storage area.
 - 8 All used crockery and utensils must be washed up and returned to the cupboard from where they were taken. The main kitchen has separate bins to facilitate recycling. Care should be taken to put waste into the appropriate bin. Kitchen bins must be emptied if nearly full and the contents placed in the correct Council refuse bin at the rear of the Church. Bin liners (found in the main kitchen) must be replaced after a bin is emptied. The electric oven in the main kitchen (if used) must be switched off and the mains isolator switched to the off position. The water heater in the main kitchen (if used) must be returned to stand-by mode. If due to Government guidance any Covid or similar restrictions are in place, then the existing Church protocols for cleaning and management of the building must also be complied with.
 - 9 When vacating the premises, the Hirer must ensure that hall doors are closed, serving hatches closed and locked, hall and kitchen windows are properly secured, and that all hall and kitchen lights are switched off. If the Hirer is not a keyholder, please do not leave the premises unlocked but await the arrival of an official church representative who will make sure that the main doors are shut and that the premises are secure.
 - 10 Fire doors in the Upper Hall and intersecting corridor on the ground floor, and the double doors to the entrance area **MUST NEVER** be left fixed open. If the Fire Alarm is activated, the Church Health and Safety Officer (or the Lettings Administrator) **MUST** be notified immediately by telephone; telephone numbers are on the Fire Alarm panel in the entrance area.

- 11 Whilst the Church has its own Public Liability insurance (PLI) for use of the buildings, the Hirer is responsible for checking that outside caterers, entertainers etc also have their own PLI cover in place.
- 12 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. The Hirer will indemnify the Church against any claims for injury, loss or damage for which the Church is not responsible.
- 13 Where the Hirer has been issued with keys to the premises; the terms of the Keyholder Agreement apply.

Lettings Administrator

Mrs Sarah Partridge
07786 103574