

# Evesham Baptist Church Community Centre

## Lettings Policy & Booking Conditions

As a church we are thankful to God for our building and delighted to have the opportunity to make the facility available to those in our local community. The central purpose of Evesham Baptist Church (EBC) is to facilitate Christian Worship and this will be kept in mind when agreeing to any letting however we very much welcome external bookings and wherever possible seek to avoid conflict with Church activities.

### Charges

Bookings are available on both a regular and occasional basis. The hire charges are [available on our website](#) with discounts available for regular bookings, multiple room hire or non-commercial use. The Church leadership may from time to time grant further discounts or free use of its space to a voluntary group. Any such arrangement is at the discretion of the Church leadership and does not set any precedent for future use or charges.

### Regular bookings

Regular bookings are prioritised. Community groups applying for regular hiring will be required to comply with appropriate legislation, e.g. Health and Safety (including fire and security issues) and safeguarding policies, and be willing to have their activities visited/inspected by the church and any other appropriate authorities. The arrangement with each hirer will be reviewed every year.

### Booking changes and cancellations

Groups and activities initiated or sponsored by the church may occasionally take priority over existing bookings. The Church reserves the right to use other parts of the building at the same time as a booking. move any booking to alternative accommodation, or in extreme circumstances cancel sessions (giving as much notice as is possible).

We try hard not to cancel any booking once it has been agreed. In normal circumstances we undertake to give at least a week's notice of the cancellation of a booking and ask hirers to do the same.

### Scope of let

The let will consist of the agreed room(s), and toilets. It does not cover other side rooms or the kitchen unless specifically agreed, and all areas must be treated with respect.

### Publicity

Any publicity material, including on social media, of events being run by external groups or individuals at the EBC premises should make clear who is responsible for the event (that it is not a Church event). Any subsequent photos or other records of the event should equally not be attributed to the Church.

### Safeguarding

Any lets where children and/or vulnerable adults will be present MUST complete the relevant Hirer's Safeguarding Statement on the booking form. Organisations which regularly hire church premises for work with these groups MUST also have a full Safeguarding Policy of their own and MUST provide a full copy of this to the Church before the booking commences. Our Church Safeguarding Co-ordinator is currently Heather Fernie, [h.r.fern timer@btinternet.com](mailto:h.r.fern timer@btinternet.com). The occupant of the role is displayed on the Church Safeguarding Notice Board.

### Smoking

No smoking or vaping is allowed in any part of the building or around the entrances and carpark but is permitted on the far side of the car park or in the cycle shed in inclement weather.

### Alcohol & Gambling

Our general expectation is that alcohol will not be served at social events and, when it is, that this will only be done by the written permission of the Minister or a Trustee. It should be noted that our building is not licensed for the sale of alcohol or gambling.

Tombolas and Raffles that do not require a License under Section 175 of the licensing act 2003 may be permitted with the written permission of the Minister or a Trustee.

### **Noise and Parking**

Every care should be taken that disturbance to the neighbours is avoided, especially at night.

### **Set-up of the rooms**

The letting period should include setting time. The hirer may move any furniture as required during their let provided that Fire Exits are not blocked and everything is put back again as it was found when leaving. Storage facilities are not normally available as part of any let.

### **Breakage and damage**

The hirer will be responsible for any costs arising from breakages or damage.

### **Crockery and cutlery**

If the use of the kitchen is included within the hire, hirers may use what is provided in the kitchen, but items should be washed, dried and put away afterwards.

### **Decorations**

No adhesive tape or putty (e.g. Blu-Tac) may be used in any part of the building. Pins may only be used with permission, and on the dedicated display boards. No fixtures or fittings may be taken down or removed.

### **Electrical items**

All electrical appliances must be switched off after use. Additional electrical items may only be introduced with the agreement of the Church and must be certified as PAT tested. Additional charges may apply. Our Church Health & Safety Co-ordinator is Derek Markie. [d.markie@outlook.com](mailto:d.markie@outlook.com). The occupant of the role is displayed on the Church Safety Notice Board.

### **Cleaning**

The hirer is responsible for ensuring that all rooms used are left clean. Any litter or debris should be removed by the hirer. It is the hirer's responsibility to provide bin bags.

### **When leaving**

All lights should be turned off and doors/windows securely closed, and all toilets should be flushed clean at the end of the booking. The Church should be notified of any defect in the accommodation noticed during the booking.

### **Contracts**

All hirers will be asked to sign this policy by way of making a written contract. There will never be a legally binding tenancy arrangement for any external group.

### **Insurance**

It will be the responsibility of hirers to ensure that they have adequate insurance for all legal liabilities which may arise. These would include death or personal injury to third parties and damage to property or the property of others arising out of the hirer's occupation and activities while on church premises.

### **Setting of fees**

Fees will be reviewed and set each year. The Church will be mindful of, but not necessarily bound by, current measures of inflation.

### **Payment**

This is payable by bank transfer or cheque on receipt of an invoice or proforma invoice and paid in accordance with the invoice payment terms. Please note that setting up and clearing away is included in the hours you book (i.e. don't book from 2pm if your party starts at 2pm).