

Organisation:		Date: (for multiple dates go to page 3)	
Title of Event:		Room:	
Purpose:		Layout:	
If appropriate do you have: Child Protection Policy <input type="checkbox"/> Adults at Risk Policy <input type="checkbox"/>		Numbers: Disabled Users:	
Access time:	Start time:	Finish time:	Vacate time:
Contact Name:		Invoicing address:	
Tel:			
Email:		Invoicing instructions:	
Hospitality required: Complete separate form		Outside caterer's details:	
Equipment Requirements			
(Please tick requirements. N.B. Own equipment must be PAT tested)			
Use of smart TV Monitor	£20	PA system	£20 Auditorium £40 per 4hour session
Data projector & screen	£20	Hearing loop	FOC
Flip chart & pens	£10	CD / DVD Player	£10

We have received, read and accepted the conditions of hire 2015.
We understand that this request is not confirmed until details have been approved and we have received booking confirmation from Guildford Baptist Church Office.

Signed (on behalf of the promoter)

Print Name **Date**

**TERMS AND CONDITIONS FOR HIRE AND USE OF ROOMS AT MILLMEAD,
GUILDFORD BAPTIST CHURCH**

1. All bookings are made and accepted in accordance with these terms and conditions and are only effective upon receipt of a signed Room Booking Enquiry Form and confirmation of booking. Provisional bookings may be made or be held for a maximum of 28 days prior to receipt of a signed booking form and confirmation of booking. A deposit may be required at our discretion. Lettings are made between the individual or organisation signing the Room Booking Enquiry Form ("The Hirer") and the Trustees of Guildford Baptist Church ("the Church"). Payment of room hire charges are due 14 days after delivery of invoice.
2. Cancellation of a confirmed booking must be made in writing and a charge may be levied at our discretion as follows:-
 - a) Less than 7 days notice – 100% of the room hire charge.
 - b) 7-14 days notice – 50% of the room hire charge.
3. Although the Church will endeavour to honour all bookings, the Church reserves the right in its absolute discretion to cancel a booking, in which case any deposit will be returned and no cancellation charge will be made. If for any reason the room(s) booked cannot be made available to the Hirer, the Church reserves the right to substitute a similar or comparable room(s).
4. Rooms are normally available for hire between the hours of 8.30am and 10.00pm Monday to Saturday. Rooms must be vacated by 10.30pm. Hirers do not have access to other sections of the building (except for toilets and the common parts) they have not booked.
5. There is limited parking on site and must be booked in advance including disabled parking spaces. Vehicle access is available for loading and unloading.
6. Smoking is not permitted anywhere in the building or within the confines of the site. Alcohol consumption is only permitted with the express permission of the Elders of the Church.
7. The building is not licenced for public performance, public dances, public discothèques or for the sale of alcohol. It is the sole responsibility of the Hirer to seek such licence or notice as is required.
8. No electrical appliance, outlet or AV equipment may be modified or tampered with in any way. The Hirer bringing into the building and using the Hirer's own electrical equipment warrants that equipment to be safe to use, to satisfy all regulatory requirements and is used at the Hirer's own risk. Sound equipment must be kept at a sound level to avoid nuisance or disturbance to other users of the building.
9. The fixing of notices or posters to the walls is not permitted. Any damage caused to furniture or fittings and any breakages must be reported to the Caretaker and the Church reserves the right to make a charge for replacement or repair.

10. Hirers are expected to leave the premises clean and tidy. On vacating the Hirer will remove all equipment, place rubbish and litter in the receptacles provided, and leave chairs and tables as directed.
11. The Church accepts no responsibility for loss of personal possessions or loss or damage for any accident or injury arising out of the Hirer's activities during the hiring. It is the Hirer's responsibility to ensure that the premises are safe for the purposes for which the Hirer intends to use them and properly supervises any such activity during the hiring. Should any accident or injury occur during the hiring, the Hirer must notify the Caretaker to complete the accident report book in the General Office.
12. It is the Hirer's responsibility to familiarise himself and advise those using the building under the hiring, as to the fire safety regulations for the building and the location and use of fire protection and detection equipment. Fire equipment should not be misused and fire escape routes must not be restricted. Flammable substances and equipment utilising naked flame are not permitted in the building. In the event of fire, the Hirer must follow the Fire and Emergency Evacuation Procedure, details of which are available in each room. Disabled users are asked to complete a questionnaire to enable a Personal Emergency Evacuation Plan (PEEP) to be completed.
13. For hiring involving the use of rooms by children, the Hirer is required to ensure that children are protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision should be provided at all times. The hiring is subject to compliance with Guildford Baptist Church's Child Protection Policy (copy of which is available on request)
14. Refreshments and food can be made available to the Hirer in accordance with the Hospitality Request Form. The use of the kitchen is available on completion of the Kitchen Request Form and is subject to compliance by the Hirer with all statutory and regulatory food and hygiene requirements.
15. Hirers who hire rooms on a regular basis are required to carry their own insurance for equipment and possessions, public liability and personal accident.