

BOGNOR REGIS BAPTIST CHURCH  
CHURCH HIRE BOOKING FORM



Name of Lead Hirer	
Organisation Name (if applicable)	
Date and time required	
Purpose of Hire	
Room (s) required Indicate requirements	Main Church Hall Shore Studio Shore Sky Lounge Reception/Block Hire
Contact Address	
Contact telephone number	
Contact email address	

The Hirer agrees to observe and perform the provisions and stipulations contained and referred to in the "Conditions for the use of Church premises" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule (if any).

Any booking of the premises will not be secured until payment of the hiring fee.

Signed: ..... Date: .....

Confirmation of booking (to be completed by the Church Administrator)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the hiring conditions overleaf and to the payment of the agreed fee of £

Signed: ..... Date: .....  
BOGNOR REGIS BAPTIST CHURCH

**Additional Information:**

The Church has a comprehensive audio PA system suitable for live bands and events together with the capability to stream and record video. If you are interested in using these facilities, please contact the Church Administrator for more information and pricing as the use of these facilities requires a dedicated technician.

**CONDITIONS FOR THE USE OF THE CHURCH PREMISES**

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring.
  - a. Current fees for hiring the church premises are £15 (£25 for the main church) per hour for each area of the church used between Monday to Friday. This increases to £18 (£30 for the main Church) on Saturdays. Reception/Block hires are £500 per event. This rate may be discounted for church members at the discretion of the Trustees. Regular hire is to be paid for monthly in advance.
  - b. If caretaking, in relation to the use of premises is required, an additional fee will be charged. Caretaking duties will include the provision of a key holder to lock and unlock the premises and any setting up of the premises prior to the arrival of the hirer or clearing away/cleaning of the premises after the departure of the hirer.
  - c. An additional fee will be incurred if the premises are not left in a satisfactory condition after hire.
2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
3. The hirer where an individual, shall be a person of a minimum of 21 years of age.
4. The hirer shall not sub-let or use the Premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the

Premises anything which may endanger the same or any insurance policies in respect thereof and will not use the Premises for any form of adult entertainment.

5. The hirer will be responsible for the behaviour of all persons using the Premises whatever their capacity and for ensuring that the Event and the persons attending it will not create a public nuisance of any kind during their arrival and departure and the Event itself. Please be respectful of our neighbours and keep noise levels to a minimum. Any staff employed by the hirer will be adequately trained to prevent them causing unnecessary noise when they leave the Premises. No music or speech may be relayed via external speakers or played outside the Premises and no amplified music or speech shall be played after 22:00.

6. The accommodation may only be used by the Hirer and for the purpose and during the period indicated on the application form submitted to the church.

7. The church may be entitled at any time on giving reasonable notice to the Hirer require the Hirer to transfer if possible to alternative or comparable space and accommodation elsewhere within the building. On rare occasions the booking may need to be cancelled if an important Church event was required to take place such as a funeral. If the booking was cancelled under these circumstances then the hire charge would be refunded in full. If the Hirer cancels the booking the following refund policy applies:

At least 1 weeks notice - 100% refund

1 to 6 days notice - 50% refund

Less than 24 hours notice - No refund

8. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured. The Hirer is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation. The Hirer will be liable for the full cost of repairs/replacement of any items during the use of the premises.

9. As an Eco Church we encourage all who use the premises to be as environmentally friendly as possible. Use of our plates and cutlery for an event may be discussed with our administrator in advance, or you are welcome to bring your own items. If using disposable items (plates, cutlery etc.), we encourage you to purchase biodegradable items and to recycle as much as possible any food packaging materials.

Recycling bins can be found in the kitchen and also at the side of the Church.

10. The Hirer must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed.
11. The Hirer must not leave any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
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 accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
13. The Hirer has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation and if the Fire alarm is activated during the use of the premises. The hirer must also familiarise themselves with the fire alarm procedure and the location of fire extinguishers, emergency exits and the first aid kit.
14. The Hirer will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures. (including COVID-19 general guidelines policy)
15. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
16. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Working Together to Safeguard Children 2018' and comply with any updates to the guidelines.
17. No Fireworks, smoke machines or other pyrotechnics may be used and No Smoking may take place in any part of the buildings including the garden.
18. At the end of the Hire Period, the Hirer shall be responsible for leaving the Premises and surrounds in a clean and tidy condition (including the removal of decorations hung by the Hirer), properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions or place of storage properly replaced.

19. Any hire of the premises is at the discretion of the Trustees of the church. The Church will restrict the use of its premises to hirers who carry out any activities which might compromise the ministry, beliefs or mission of the Church.

Schedule of Special Conditions – if any

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