

Kidderminster Baptist Church

Conditions for the use of the church premises

1. The church retains control, possession and management of the accommodation at all times and the user has no right to exclude the church from the premises.
2. The user is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures, fittings or equipment which is occasioned in whatever way by the use of the accommodation.
3. The accommodation may only be used by the user and for the purpose, and during the period indicated on the booking form submitted to the church. Use of the building is permitted so long as it:-
 - a. does not conflict with the purposes of the church;
 - b. complies with the doctrines or beliefs of the church;
 - c. avoids causing offence to persons of the particular religious belief for which the premises are held;
 - d. avoids causing conflict with strongly held religious convictions of a significant number of a religion's followers.
4. The maximum capacity for Hall Hire purposes is 100.
5. The church may be entitled at any time on giving reasonable notice to the user to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building. Occasionally it may be necessary to consider moving to a different day or time.
6. 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 ensure that all lights are turned off and all doors and windows properly secured, heating is turned off and keys returned. All users are to take away their rubbish with them at the end of their session, unless agreed otherwise with the church.
7. No keys are to be copied under any circumstances.
8. No electrical equipment is to be used other than that provided by the church, unless authorised by the church.
9. The user must ensure that there is no smoking and no alcohol; supplied or consumed on or around the premises.
10. The user must not leave in the accommodation 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 any such provision and agreed storage facilities.
11. 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.
12. The user 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.
13. The user will comply with the provisions of general Health and Safety guidelines and will ensure that all those using the accommodation are aware of appropriate safety procedures, and will undertake appropriate risk assessments for their activities.
14. Where premises are to be used by a formal organisation or charity that is working with children or vulnerable adults, the user agrees to comply with the appropriate Safeguarding regulations. Written confirmation from you, the user, that it has an up-to-date Safeguarding Policy, and uses the Disclosure and Barring service if that is relevant to the purposes for which the premises are going to be used.

15. The user should not access any other areas of the church other than those hired out. Children are not permitted in the kitchen unless accompanied by an adult.
16. Displays must be kept to the noticeboard provided. The user must use blu-tack or Sellotape type fixings and not staples or drawing pins for health and safety reasons. Please do not attach items to the walls. Please ensure that anything displayed is removed at the end of your session.
17. The users must ensure that vehicles of users are parked sensibly, safely and legally, and have due regard to the church's neighbours. In particular vehicles must not be parked on grass verges.
18. Smoking / vaping is not permitted anywhere on the church premises – hall, church or grounds.
19. Any Licences required by the hirer shall be the Hirer's responsibility for obtaining whether from the Performing Rights Society, Phonographic Performances Ltd or otherwise. The Hirer shall be responsible for the observance of the same.
20. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling betting and lotteries which are not permitted on the church premises. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
21. The Hirer must report all accidents and dangerous occurrences involving injury to the public as outlined in the Church's Health and Safety Policy.
22. No animals (including birds), except assistance animals, are permitted into the premises other than by prior agreement with the church.
23. The Hirer shall not carry out any fly-posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify the church accordingly against all action, claims and proceedings arising from any breach of this condition.
24. The Hirer shall, if selling goods on the premises, comply with the Fair-Trading Laws and any code of practice used in connection with such sales and the Church Trustees reserve the right to refuse permission for any sales of goods to take place during any hiring of the premises.
25. In the case of a pandemic, such as Covid-19 or any other future pandemics, the Church will seek to follow all current government and Baptist Union of Great Britain guidelines to use of their buildings. The Church reserve the right to decide on who they're able to hire the halls to in order to keep all parties safe. Any Hirer of the building must produce their own Risk Assessment in alignment with their professional organisation / National guidelines, if requested. Depending on the guidelines, the policy may change and we reserve the right to close the building due to any outbreak or Government instruction and cancel individual hall hire if we feel that the hirer is not following current guidelines appropriately.
26. The church insurances do not cover third parties. It is therefore important that the user makes their own arrangements for insurances. Organisations will be asked for a copy of their insurance certificate/schedule.
27. The church reserves the right to terminate this agreement immediately at any time if the user is in breach of these conditions.
28. Regular bookings are either term time or annual contracts and will be charged for accordingly. Charges may be waived in exceptional cases only, and 30 days' notice of cancellation must be received in all circumstances. Fees will still be due if notice is not given.
29. For regular lettings, invoices will be issued for monthly payment in advance unless otherwise agreed
30. All bookings and hire charges will be reviewed on an annual basis.