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|  | **The Baptist Church, Kilmington**  **The Beacon**  **Whitford Road,**  **Kilmington**  **AXMINSTER Devon**  **EX13 7RF** |

Image result for email logo admin@baptistchurchkilmington.org Image result for Telephone logo 01297 631638 Image result for world wide web logo [www.baptistchurchkilmington.org](http://www.baptistchurchkilmington.org)

**APPLICATION FORM FOR THE HIRE OF ROOM(S) AND FACILITIES**

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| **Name of Organisation or Person Hiring** |  | | |
| **Description of proposed activity:** | | | |
| **Dates and times required** | | **Date:**  **Times:** From: hrs To: hrs | |
| **Room(s) to be booked**  ***(please tick which rooms will be required)*** | | * Hall * Meeting Room 1 * Meeting Room 2 * Meeting Room 3 * Kitchen | |
| **Contact details of person responsible (the Hirer)**  Name:  Address:  Telephone Number: Email:  Mobile Number: | | | |
| **Contact details of person supervising/attending the activity**  Name:  Address:  Telephone Number: Email:  Mobile Number:  ***It is vital that someone has access to a mobile telephone in case emergency services need to be called*** | | | |
| In the case of activity involving children, has your organisation agreed to comply with the Government’s suggested guidelines **‘*Safe from Harm*’**? **YES / NO** | | | |
| Is your organisation a charity? **YES / NO** | | | |
| Has your organisation used the church premises before? **YES / NO** | | | |
| I confirm that the hiring conditions attached are accepted and enclose a cheque for £50, being a deposit. I acknowledge that I need to show evidence of suitable Public Liability Insurance Cover  Signed: ………………………………………………………. Date: …………………………. | | | |
| **Confirmation of Booking** (to be completed by the Church Trustee) I confirm, on behalf of the church, that the booking as indicated on this form is accepted, subject to the hiring conditions attached and to the payment of the agreed fee of £  Signed: ……………………………………………………….. Date: ………………………… | | | |
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**FEES FOR CEREMONIES HELD AT THE CHURCH – JANUARY 2024**

**Weddings**:- Please contact the church administrator to discuss the requirements and fees for a wedding ceremony.  For all wedding ceremonies, a statutory administration fee of £50 will be charged which includes for the attendance of the church’s Authorised Person.

**Funerals**:- Please contact the church administrator to discuss the requirements and fees for a funeral.

**FEES FOR HIRING OF ROOM(S) AND FACILITIES AT THE BEACON**

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| **ROOM** | **SUMMER RATE**  **1 May – 30 September** | **WINTER RATE**  **1 October – 30 April** |
| **Main Hall**  Session with use of Kitchen | **£26.25** | **£36.75** |
| **Meeting Room 1**  Session with use of Kitchen | **£12.50** | **£17.75** |
| **Meeting Room 2**  Session with use of Kitchen | **£12.50** | **£17.75** |
| **Meeting Room 3**  Session with use of Kitchen | **£12.50** | **£17.75** |
| **WHOLE BUILDING ALL DAY**  Includes use of Kitchen | **£185.00** | |
| **Use of Sound & Projection Equipment** | **£ 30.00 set up fee** | |

**Session = Morning 9 am – 12.30 pm; Afternoon 2 pm – 5.30 pm; Evening 6.30 pm – 10.00 pm**

All requests will be considered individually by the Church Trustees before being agreed and all hire bookings are subject to completion of a Hire Booking Form and acceptance of the Terms & Conditions which are available from the administrator: [admin@baptistchurchkilmington.org](mailto:admin@baptistchurchkilmington.org)

(use this email address for all enquiries relating to hire of The Beacon).

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**TERMS AND CONDITIONS FOR THE HIRE AND USE OF CHURCH PREMISES**

**Please make sure that all persons attending your event are familiar with the Evacuation Procedure – as attached – and have access to a Mobile Phone.**

1. The agreed fee for the use of the premises must be paid for in advance of the hire together with a deposit of £50. The deposit will be refunded unless there has been any damage to the premises or the church’s furniture or equipment for which the Hirer is responsible and for which the church is entitled to retain the whole or part of the deposit as security for the cost of repair of such damage.
2. The church retains control, possession and management of the premises and the Hirer has no right to exclude the church from the premises.
3. The Hirer is responsible for all damage (other than fair wear and tear) to the premises or any of the church’s fixtures and fittings or equipment which is occasioned in whatever way by the use of the premises.
4. The premises may only be used by the organisation and for the purpose and during the period indicated on the Application Form submitted to the church.
5. The church may be entitled at any time on giving reasonable notice to the Hirer to require the Hirer to transfer to an alternative space and accommodation elsewhere within the building and reserves the right to cancel a booking giving 28 days notice or at shorter notice in extreme circumstances.
6. After the use of the premises 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 hire and the Hirer must ensure that ALL lights are turned off and ALL doors and windows properly secured. The toilets and kitchen must be checked and **all refuse must be removed.**
7. The Hirer must ensure that, during the use of the premises, no person smokes and that no alcohol is supplied or consumed on site (including the outside areas) unless agreed.
8. The Hirer must not leave any equipment, furniture or articles of any kind in the premises unless by prior, written agreement from the church which reserves the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
9. 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, apart from such injury or loss which arises from the church’s responsibility for the general maintenance of the premises and the Hirer will keep the church indemnified against any claims for which the church is not responsible.
10. The Hirer has a responsibility to notify the church of any defect in the premises or in any of the church’s furniture or other equipment located in the premises.
11. The Hirer will comply with the provisions of the church’s Health and Safety Policy and will ensure that all those using the premises are aware of the appropriate safety procedures. Any Covid restrictions put in place by the church must also be adhered to. There are notices displayed around the church relating to Covid restrictions.
12. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the Hirer.
13. Where the premises are to be used by children, the Hirer agrees to comply with the Government’s guidelines as set out in the document: ***Safe from Harm***
14. All requests will be considered individually by the Church Trustees before being agreed.
15. The Hirer should ensure that a mobile phone is accessible during the hiring period in the event of an emergency. Use of The Beacon phone line and Broadband signal is not included in this agreement.
16. The Hirer should ensure their own trained First Aider is on site.
17. **The Hirer must make sure that all doors in the building, in particular the double doors leading to outside, are properly closed with the key put back in the Key Box. The left hand doors of those leading to the outside must be bolted before leaving. This is important for the security of the building.**

**CONDITIONS OF HIRE RELATING TO ALCOHOL / SMOKING / FOOD**

The Beacon is **NOT l**icenced for alcohol to be sold, either directly or indirectly, anywhere within its premises. The hirer is responsible for obtaining the appropriate licence if alcohol is to be sold during an event, otherwise:-

1. Alcohol is only allowed on the tables when food is served.
2. The Hirer must be responsible for the event and their guests. There must be **NO SMOKING** and/or **NO VAPING** on the church premises at all, including the outside areas.
3. The Hirer must make every effort to ensure that there is no drinking at the front of the church premises or nearby.
4. The Hirer must ensure no one has too much to drink.
5. The Hirer must keep the noise and the activity to a reasonable level so as not to affect the neighbours.
6. No food is to be cooked outside on church premises without prior consent. It must be brought in or cooked or prepared in the kitchen following good hygiene principles.
7. The Beacon’s insurance policy stipulates **NO DEEP FAT FRYING** anywhere in or around the premises.
8. The hall is considered to be part of the church and as such every use of it must be reasonable and create a good impression to those inside the hall and to our neighbours and passers by.

Thank you for your cooperation.

Any questions, please contact: [admin@baptistchurchkilmington.org](mailto:admin@baptistchurchkilmington.org)

**Data Protection Policy**

***For information on how we process personal data, please refer to the Privacy Notice and Data Protection Policy which are available to view on notice boards and in the Worship Area of the church. If you have any questions, please contact admin@baptistchurchkilmington.org***