



# Bloomsbury Central Baptist Church Terms and Conditions of Room Hire

## 1. BOOKINGS, FEES AND PAYMENT

1.1 Provisional bookings. Provisional bookings may be requested by email ([roomhire@bloomsbury.org.uk](mailto:roomhire@bloomsbury.org.uk)). They should then be confirmed either by email or in writing.

1.2 Access. Access to the booked room(s) will be available from the time of arrival until the time of departure agreed at the time of booking. Booking times must include provision for setting up and clearing up.

1.3 Equipment needs. Hirers should discuss any equipment needs (e.g., organ, piano, audio / visual) at the time of booking.

1.4 Payment. Bloomsbury Central Baptist Church (BCBC) will invoice the Hirer for the Hire Fee and the Hirer will pay the Hire Fee in full no later than 2 weeks after the issue of an invoice. Payment should be made to the Bloomsbury Room Hire bank account: see details at the end of this document.

1.5 Payment arrangements. Regular bookings will be paid in monthly instalments. All payments will be made in Pounds Sterling and to the specified bank account. Without prejudice to any other right or remedy that it may have, if the Hirer fails to pay any amount due on the due date BCBC may terminate the booking.

1.6 Last minute bookings. For bookings made within 2 weeks of the start of the Hire Period, the Hire Fee is due immediately on receipt of the invoice from BCBC.

1.7 Cancellations must be notified to BCBC at least two weeks before the event to qualify for a 50% refund of the hire fee.

1.8 A booking may be refused, or a booking may be cancelled at short notice, if BCBC considers that it is from any organization, group, or individual whose presence in the building is in our judgement incompatible with our beliefs, practice, or charitable purposes.

1.9 BCBC reserves the right to move a booking to a different location or cancel it on a particular date if an urgent and unexpected church need arises. Such cancellations will be kept to an absolute minimum and as much notice as possible will be given.

## 2. HIRER'S OBLIGATIONS

2.1 Hirer disclosures. The Hirer shall ensure that anyone who will be working at the Hired Premises with participants below the age of 18 or vulnerable adults in any capacity holds an appropriate Disclosure from the Disclosure and Barring Service which has been issued within the period of three years immediately preceding the Hire Period.

2.2 Risk assessment. The Hirer shall conduct an appropriate and up to date risk assessment for activity occurring at the Hired Premises. The Hirer shall provide a written copy of this assessment to BCBC no later than seven (7) days prior to the start of the Hire Period. BCBC reserves the right to terminate this Agreement if the risk assessment is not provided or is deemed inadequate. The Hirer shall have no claims against BCBC for any costs, expenses, loss or damage it may sustain or incur in consequence of such termination.

2.3 Health & Safety. The Hirer shall comply and shall procure that its staff, agents, subcontractors, guests and visitors comply, in all respects, with the Health & Safety at Work etc Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, including UK Government guidelines for managing the risk of COVID-19. In particular, corridors and emergency exits must NEVER be obstructed. Furniture or equipment belonging to a hirer must be kept within the room(s) hired.

2.4 Responsible Person. BCBC require a Responsible Person on site for the whole duration of each booking. The Responsible Person accepts responsibility for the group including responsibility for evacuating the group without using the lift if the fire alarm sounds. If the group includes a disabled person who would have difficulty getting out quickly, the Church must be informed and a plan agreed for action beforehand in the event of an emergency evacuation.

2.5 Emergency evacuation. In the event of an emergency evacuation, the Responsible Person should put on a high-visibility jacket (stored in holders by fire exits), so long as there is time, and ensure that all members of the group have left the building. They should then report this fact to the person in overall charge at the assembly point (on the corner of Dyott Street, between Optical Express and Byron).

2.6 Hirer Equipment. The Hirer shall ensure that all its staff, agents and sub-contractors are properly trained in the use of any equipment that may be used in the Hired Premises and that, where permitted, all materials and equipment brought into the Hired Premises are flame proof, Portable Appliance Testing (PAT) tested and of a first-class standard.

2.7 Any equipment, promotional or other material brought to the Church in connection with an event must be removed at the end of the booking.

2.8 Treatment of Hired Premises. The Hirer shall not attach in any way to walls, doors, glass, floors, furniture or fittings in or around the Hired Premises any nails, screws, adhesive tape, Blu Tack, signs or other items without the prior written consent of BCBC.

2.9 Damage. The hirer is responsible for the cost of any damage to or loss of church property and for the cost of exceptional cleaning required after an event if the room is not left as it was found. BCBC accepts no responsibility for any loss of or damage to any property (including personal property) arising out of the hirer's activities while using the premises, or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, loss of internet, fire, riot restrictions, government restriction or "act of God" which may cause the church premises to be temporarily closed or the function interrupted

2.10 Insurance. The Hirer shall ensure that it has insurance with a reputable insurer in place and maintained for the duration of the Hire Period in respect of its liabilities under these terms and conditions. All accidents or injuries must be recorded and reported to the Church Operations Manager.

2.11 Alcohol and smoking. If the Hirer wishes to sell, or dispense free of charge, alcoholic beverages as part of an event, permission should be requested of the Church, and the decision is at the Church's discretion. The Hirer shall not sell alcoholic beverages unless the Hirer has the appropriate current licence. Smoking and vaping is not permitted inside the building.

2.12 Disabled access. There is wheelchair access at the main entrance to the building. The Hirer is responsible for informing disabled guests there is no parking.

2.13 Compliance with laws. The Hirer shall comply with all legislation relating to the use of the Hired Premises and any duty to obtain any licence, permission, consent or approval from any person or authority required for such use.

2.14 Use of main kitchen. The kitchen can be hired, by outside clients at extra cost, and by church members (free) for events which require 'full' catering. A preferred caterer may be used.

All hirers:

- Must agree the kitchen opening check document with the Church Operations Manager before the event
- Must have at least one person present with a basic food hygiene certificate
- Need to bring all consumables with them and dispose/remove everything after the event. Guidance will be given for rubbish and recycling arrangements.
- Can expect the cleanliness of the kitchen to comply with government food hygiene standards. In return cleaning regimes must be completed.
- Must report breakages and malfunctioning equipment.
- Must complete all requested recording forms before leaving the building.

The church reserves the right to employ cleaners to rectify any outstanding cleaning issues and charge the cost to the hirer. A returnable deposit of £200 will be added to the hire fee to cover potential cleaning costs. Saturday evening Basement bookings must be cleared by 12 noon on Sunday.

Bank account details: Metro Bank. Account: Bloomsbury Central Baptist Church-room hire. Sort code: 23-05-80. Account number 28473842

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