

# ALVECHURCH BAPTIST CHURCH

## HIRE OF THE CHURCH HALLS

## Sheet 1 - CONDITIONS OF USE

Welcome and thank you for enquiring about hiring our facilities.

Bookings are managed by Mrs Joyce Pimm Telephone 0121 445 4635.

One or both halls may be hired, at the church's discretion, on a regular or one-off basis subject to the following conditions:-



- 1) The halls are not normally let for any public performance for which an entrance charge is made.
- 2) Lettings are normally on a sessional basis -  
9 am - 13.00 pm  
14.00 pm – 17.45 pm  
18.00 pm - 22.00 pm  
There will be a 15 minute interval for clearing up between consecutive bookings of a hall. Part session hirings are individually negotiated. Multiple sessions may be booked by special arrangement.
- 3) Hirers are responsible for cleaning and tidying the halls after use; any kitchen equipment used must be washed up and put away in the appropriate cupboard. A Commercial-grade dishwasher is provided – **PLEASE FOLLOW THE INSTRUCTIONS DISPLAYED**. Any damage and breakages must be notified to the church and paid for.
- 4) A key to open the hall(s) and lock-up afterwards is provided in a KEYSAFE at the doors. Requests for the KEYSAFE combination should be addressed to **mobile 07979848427**. Please ensure you secure the premises and return the key to the safe at the end of the session.
- 5) Smoking, vaping and lit candles are not allowed anywhere on the premises. There is **NO PROVISION FOR STORAGE** of hirer's supplies/equipment at the halls.
- 6) The church should be informed of any use of recorded music during the hire period to enable us to comply with the requirements of our Performing Rights licence.
- 7) PUBLIC LIABILITY INSURANCE. **One-off hirers** are covered by the church's Public Liability Insurance, except for any Contractors (Entertainers, Musicians, Caterers etc) they bring into the hall. These must have their own PL Insurance. **Regular Hirers** are not covered by the church's policy and must therefore arrange their own Public Liability Insurance.  
  
SAFEGUARDING OF CHILDREN & VULNERABLE ADULTS. **Organisations and Commercial Concerns** hiring the halls must have their own Safeguarding Policy & Procedures. **Individuals** hiring the halls must make their own Safeguarding arrangements – the church cannot be responsible for Safeguarding during periods of hire.
- 8) Hire charges are reviewed annually and will normally change at the beginning of September. Regular hirers will be notified of the revised charges which will come into immediate effect. Current rates are shown on [www.alvechurchbaptist.org.uk](http://www.alvechurchbaptist.org.uk) website.
- 9) One-off bookings (EG birthday/Christmas parties or other celebrations) must be paid for at time of booking. Regular bookings must be paid for at the end of each month unless other arrangements have been agreed between the church and the Hirer. Invoices and/or Receipts can be provided if required – please email [finance@alvechurchbaptist.org.uk](mailto:finance@alvechurchbaptist.org.uk) with these requests.
- 10) All Bookings will be CHARGED. Regular users must inform the church of their holiday dates or other periods of non-use.
- 11) A review meeting will be arranged if either party has a complaint. Please inform Mrs Pimm.

**Guidance Notes for users are overleaf**

## HIRE OF THE CHURCH HALLS

### Sheet 2 - GUIDANCE NOTES FOR THOSE HIRING HALLS

Hire is arranged via Mrs Joyce Pimm, 58, Birmingham Road (0121 445 4635). Please tell her, or Mr Keith Williams (07979848427) if the rooms are not clean on arrival or if you notice, or cause, any damage.

**In case of emergencies** please telephone either of the above numbers or the church office (0121 447 7369)

**You will enter** via the double doors. The key in the KEYSAFE unlocks these doors.

**Kitchen Facilities** available include refrigerator, microwave, cooker, kettle, commercial dishwasher, crockery and cutlery. Please bring your own refreshments (tea, coffee, squash, biscuits etc.) Please do not use tea/coffee etc. stored on the premises.

There is a **First Aid** bag in the kitchen. Please record details of any accidents in the **Accident Book**.

**Large Hall Furniture** is to be left after use in the storage positions as marked on the Furniture Plan. Chairs and folding tables are provided and may be moved between halls (if necessary by arrangement with users of the other hall). Tables and chairs for young children are provided. Additional folding trestle tables can be made available but must be requested one week in advance of the booking. The large hall has a piano.

**Heating** A master switch for the large hall heating is near the Large hall hatch. Once the switch is on heaters can be controlled individually. The heating master switch for the small hall is with the light switches near the swing-doors to the sanctuary.

### **AT THE END OF THE HIRE PERIOD:**

Please remove/recycle all rubbish (bagged and placed in bins at the side of the church), and sweep the floor (broom, dustpan & brush in the Small Hall farthest-right cupboard)

In the Large Hall, Stack chairs in 4 stacks of 10 chairs, with 3 stacks of 3 chairs in front, in their positions as per the plan. Fold tables & leave on the trolley. In the Small Hall, stack the chairs at the side of the room. Please do not stack furniture in front of the heaters.

Check you have turned off all taps (kitchen and toilets) and cleaned all toilets (cleaning materials are kept in the right-hand section of the large cupboard in the small hall).

Leave the kitchen clean and tidy. After use hirers are expected to SANITISE SURFACES using anti-bac spray provided, EMPTY KITCHEN BIN to the bins outside by the courtyard gate, and ENSURE DISHWASHER is OFF.

Switch off the heating master switches for both halls and the water heaters in the kitchen and toilets. Ensure the cooker is switched off.

Check you have secured all windows in kitchen, toilets and both halls, and that the Emergency Fire Door is secure.

Turn off all lights.

Take ALL your equipment with you and leave via the double doors, lock them if you are last out, and return the key to the KEYSAFE.

Crockery breakages or any other damage must be reported to Mrs Pimm who will be able to tell you the cost of replacement.

If you wish to make any complaint or suggestion for improvement, please contact Mrs Pimm or email [finance@alvechurchbaptist.org.uk](mailto:finance@alvechurchbaptist.org.uk)

# BOOKING FORM FOR REGULAR USERS

Day and Date(s) of hire: \_\_\_\_\_

Day and Date(s) of hire: \_\_\_\_\_

Day and Date(s) of hire: \_\_\_\_\_

Day and Date(s) of hire: \_\_\_\_\_

Hall Required (Small/Large/Both) \_\_\_\_\_

Session: (8.30-12.30 / 12.45-5.30 / 5.45-10.30) \_\_\_\_\_

Holiday Dates (when the hall will NOT be required) \_\_\_\_\_

Charge for room hire: \_\_\_\_\_

Total charge: \_\_\_\_\_ payable MONTHLY

Name of hiring group: \_\_\_\_\_

Name of person responsible for hire: \_\_\_\_\_

Position in group: \_\_\_\_\_

Contact Address/phone/mobile/email etc: \_\_\_\_\_

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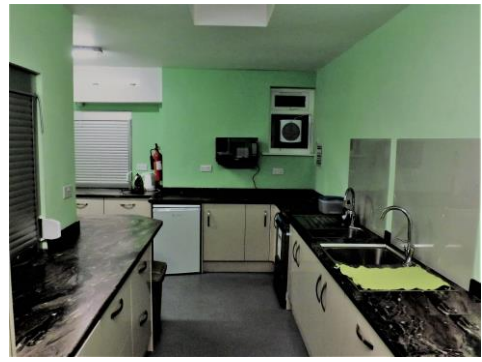
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Signature of hirer: \_\_\_\_\_ Date of signature: \_\_\_\_\_

NB: this signature indicates agreement to abide by the Conditions of Use.

## BOOKING FORM FOR ONE-OFF HIRERS



Day and Date of hire: \_\_\_\_\_

Hall Required (Small/Large/Both) \_\_\_\_\_

Session: (8.30-12.30 / 12.45-5.30 / 5.45-10.30) \_\_\_\_\_

Charge for room hire: \_\_\_\_\_

Total charge: \_\_\_\_\_ (payable at time of Booking)

Name of hiring group: \_\_\_\_\_

Name of person responsible for hire: \_\_\_\_\_

Position in group: \_\_\_\_\_

Contact Address/phone/mobile/email etc: \_\_\_\_\_

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Signature of hirer: \_\_\_\_\_ Date of signature: \_\_\_\_\_

NB: this signature indicates agreement to abide by the Conditions of Use.