

HIRE OF PREMISES – BOOKING FORM

Dear Hirer,

Thank you for requesting information about hiring Cirencester Baptist Church.

Please read the general conditions of hire below carefully. Cirencester Baptist Church is primarily a place of worship and we would ask hirers to keep this in mind and to ensure that all their guests and users of the building behave appropriately.

We want you to enjoy your event, so we would appreciate your time in filling out the booking form with as much detail as possible. Please note that the fee for hiring the premises will be based on the information you supply in the booking form. Any changes in the arrangements which are made after the booking form has been received by us may alter the fee.

We can only accept ongoing bookings for a period of six months. We will be happy to review your booking before the end of the six-month period.

GENERAL CONDITIONS OF HIRE

1. The main Hirer named on the Booking Form is responsible for ensuring all of their guests and others attending the event will comply with these conditions of hire.
2. Hirers must read the fire regulations displayed in the building and must ensure that the fire exits are not blocked or obstructed at any time.
3. There is absolutely NO SMOKING in any part of the building or grounds. Any smoke, fire or excessive heat will trigger the fire alarms.
4. The kitchen is not usually available for use by Hirers but facilities for providing refreshments are available by prior arrangement.
5. Music and other noise must be kept to reasonable levels and must stop at 10pm. Please also be considerate of our neighbours when leaving the building at night.
6. The spaces hired must be left in a clean and tidy state with equipment left as you found it. The Hirer may be charged an extra amount if the building is left in an unreasonable state.
7. Any breakages or damage must be promptly reported to us and paid for.
8. Please note the building is supplied with a standard domestic electricity supply. All electrical equipment brought into the building must be PAT tested.
9. We must be informed of the date and time of delivery and collection of any extra equipment supplied by the hirer
10. Hirers are responsible for obtaining any necessary licences for their event.
11. The maximum number of persons allowed in the areas of the building hire shall not exceed that stated in the hire agreement.
12. The Hirer is responsible for ensuring they, their guests and others attending the event behave in a safe and reasonable manner at all times while in the building. We reserve the right to request that anyone behaving inappropriately or in breach of these conditions of hire leaves the building immediately.
13. No pets allowed in the building except with written permission with the exception of assistance dogs.
14. The church will not be liable for any equipment belonging to the Hirer or to any guests or others attending the event which is lost, stolen or broken, or for any other loss or damage suffered (to the extent permitted by law)
15. The Hirer must ensure that they have adequate public liability or other appropriate insurance for any equipment which they bring on to the premises.
16. Hirers are only entitled to access those parts of the building which they have hired together with general thoroughfares and toilet facilities.
17. Hirers are only entitled to use the equipment belonging to the church as detailed on the Booking Form. Parking at the church building is limited and available on a first come, first served basis. Please note that other groups may be using the building

at the same time as the Hirer and there is no guarantee any parking spaces will be available. When parking off site please ensure that all users of the building are considerate to our neighbours.

18. A first aid kit is located in each of the kitchenettes. Please inform the church office if used.
19. We reserve the right to bring any long-term booking (i.e. bookings for repeated hire or more than one date) to an end should the church require the space for its own activities, or for any other reason. In such circumstances, reasonable prior notice will be given to the Hirer.
20. If hiring the Commercial Kitchen, then a current Food Hygiene Certificate needs to be shown to the Facilities Manager.
21. Feedback forms will be issued every quarter or course for regular bookings and after one-off bookings. You are encouraged to fill them in to improve our service going forward.
22. Prices will be reviewed every autumn for January implementation.

Hire Charges as at 1st January 2019

The Forum

500 seater auditorium with full audio visual equipment available

Available sessions: morning / afternoon / evening

Rate per session:

Commercial: £300

Not for profit organisations: £100

Tech facilities and operator: £ 25

Coxwell Room

120 seater auditoria with full audio-visual equipment available

Available to hire at hourly rates

Commercial £21 per hour

Not for profit organisations: £15 per hour

Day rate commercial: £160

Day rate not for profit: £110

Tech facilities and operator: £25 per hour

Time-out Café

Available sessions: morning / afternoon / evening

Commercial £90

Not for profit organisations: £55

Commercial Kitchen

Please enquire about the cost of hiring the main kitchen for catering.

Activity Rooms 1-7

Various sizes ranging from 12sqm to 36sqm

Available to hire at hourly rates

Commercial: £16 per hour

Not for profit organisations: £12 per hour

Day rate commercial: £120

Day rate not for profit: £90

Counselling Room 8

Hourly rate £8

Food & Refreshments

Sandwich lunch £4 per head

Tea/Coffee/biscuits £2 per head

Cancellation Policy

The Facilities Manager reserves the right to make a cancellation charge of up to 50% if cancelled within 48 hours