



TERMS AND CONDITIONS FOR ROOM HIRE

- **Definitions** "The Church" means Union Baptist Church, registered charity no. 1130582; "The premises" or "accommodation" means Union Baptist Church, incorporating the buildings known as 'The HUB' at Easton Street, High Wycombe, Bucks HP11 1NJ. The "Hirer" means any person or organisation named in paragraph 1 of the Booking Confirmation.
- **Acceptance of Conditions** - The use of the premises or part of the premises is permitted only on the following conditions. Completion of the Booking Confirmation shall constitute a Hiring Agreement and an acceptance of the terms and conditions set out below.
- **Use of Premises** - The Hirer shall not use the Premises for any purpose other than the purpose of hiring described in the Booking Confirmation and for the period agreed and not for any unlawful purpose.
- **Status of Hirer** - The Hirer must be over the age of 18. The Church retains control, possession and management of the accommodation and the Hirer has no right to exclude the Church from the premises.
- **Prices and payment** - Rates and prices are subject to review and change without prior notice. The hirer shall pay the agreed hiring fee in full before the hiring. For regular clients and repeat business only (by agreement), an invoice will be forwarded after the event for settlement within 28 days of the invoice date. The Church reserves the right to charge interest (at up to 8% over Bank of England base rate per month) and a debt recovery charge of £40 per invoice on overdue invoices. The client agrees to pay for any additional services, food or beverage not confirmed in the booking form but provided on request.
- **Bookings and Cancellation Policy** - Bookings are considered provisional until a completed booking confirmation form is received from the Hirer and it has been acknowledged in writing by HUB staff. Unless confirmed along with payment within 2 weeks, or the period advised by HUB staff, provisional bookings may be cancelled and the room(s) re-let without further notice. Final details with numbers must be received no less than 7 days prior to arrival. All cancellations must be confirmed in writing. Where there is a cancellation or reduction in numbers from those notified, and the Church is unable to re-let, the following charges will apply based on the date of notification:

Large Meeting Rooms		Small/Medium Meeting Rooms	
Prior to arrival date:	(% of quoted rate)	Prior to arrival date:	(% of quoted rate)
More than 2 months	No charge		
2 months-31 days	25%	More than 14 days	No charge
30 to 15 days	50%	14 to 7 days	25%
14 to 7 days	75%	7days to 72 hours	50%
Less than 7 days	100%	Less than 72 hours	100%

The Church reserves the right to cancel bookings (with as much notice as possible) without reason. In the event of cancellation by the Church, all hiring fees paid by the Hirer will be refunded and there shall be no further claim arising.

- **Hiring Agreement** - This Hiring Agreement constitutes permission only to use the Premises or part of the Premises. The Hirer acknowledges that no tenancy is intended to be created between the Church and Hirer. The Church reserves the right to change the original room booked without notice, for an alternative room suitable for the number of attendees and stated purpose of the booking. Having notified the Hirer of the change, the Hiring Agreement shall relate to the new location for all the purposes of this Agreement. The Hirer agrees to use the accommodation in such a way so as not to conflict with the purposes of the Church, its doctrines, beliefs and values. The Church reserves the right not to accept a booking if the trustees feel it will be detrimental to the aims of the Church.
- **Force majeure** - The Church shall not be liable for any loss or damage caused by any interruption in or failure to provide any part of the Premises or Additional Facilities where such failure is due to causes beyond the control of the Church.
- **Insurance Risks and Indemnity** - 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 accommodation. The Hirer shall indemnify the Church against all claims, demands, actions or proceedings, in respect of any damage to, or loss, theft or removal, of property in the Premises belonging to any person other than the Church and any loss or damage suffered or sustained by any person in consequence of the death or injury of any person (other than someone working for the Church while carrying out duties for the Church) howsoever or by whomsoever caused, which shall occur whilst such property or such person is in or upon the Premises or arise from any accident or occurrence which shall occur while such person is in, or on, any part of the Premises during the Hiring Period pursuant to the Hiring Agreement or in any other way in connection with the Hiring. It is the responsibility of the Hirer to be adequately insured against such funds as the Hirer may become liable in respect of the above.
- **Damage** - The Hirer shall indemnify the Church against the cost of repairing (or if necessary, replacing) all damage (other than fair wear and tear) to the accommodation or any of the Church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
- **General Conditions** - The Hirer shall:
 - Not permit more than the maximum number of people, notified to him by the Church, to be in any room at any time.
 - Leave the Premises by the end of the agreed time in a clean and tidy condition, undamaged and free from rubbish and any items brought into the Premises and leave the Premises properly locked and secured, returning any keys to the Church's Representative, close all opened windows and turn off all gas appliances, electric heaters and lights, except for the emergency lighting.
 - Ensure no bolts, nails, tacks, screws, pins, hooks, strong adhesive or other such like objects are used in or on any part of the Premises and no decorations, posters, notices or advertisements are displayed on the Premises without the consent of the Church.



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- Ensure that any electrical appliances brought by the Hirer into the Premises shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- Ensure that he/she is aware of the location and use of fire equipment in the Premises, the escape routes, methods of operating escape door fastenings, that all fire exits are unlocked and panic bolts in good working order, that all escape routes are free of obstruction and can be safely used and that any fire doors are not wedged open.
- Adhere to and inform their group at the start of each meeting the procedures to follow in an emergency evacuation. He/she undertakes to ensure that all group members follow these procedures in the event of an evacuation.
- Be responsible for proper supervision, quiet and orderly conduct, protection of the Premises and contents from damage and that no nuisance is caused to other occupiers of the Premises or any adjoining premises.
- Be responsible for all aspects of Health and Safety associated with the hire of the Premises. This includes risk assessments, compliance with: Health and Safety at Work legislation and regulations; all relevant food, health and hygiene regulations; all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, Licensing Authority or otherwise and the provision of first aid cover.
- Ensure appropriate safeguarding policies are in place for children and adults at risk and if requested supply a copy of that policy to the Church. The care of adults at risk and children remain the responsibility of the leader of the group they are part of at all times.
- Not allow smoking, the consumption of drugs, any other illegal substances or alcohol or gaming on the Premises. The Premises and grounds are part of the town centre no alcohol zone.
- Not trade or allow trading to take place from the Premises during the Hire Period, unless agreed in writing by the Church.
- Not sub-hire or assign to any third party the Premises.
- **Covid-19** – It is the responsibility of the Hirer:
 - to carry out their own risk assessment in relation to Covid-19
 - to inform all members of their group not to attend if they or anyone in their household is displaying symptoms of COVID 19
 - to ensure those present abide by any government guidelines and legislation in place at the time of hiring.