

# HOCKLEY HEATH

## BAPTIST CHURCH

### THE PLACE TO BE

#### Letting Application Form

Name of organisation: \_\_\_\_\_

Description of Proposed Activity \_\_\_\_\_  
\_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Home Phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Date: of application: \_\_\_\_\_

Required:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of hrs: \_\_\_\_\_ To/Date: \_\_\_\_\_

Rooms required: \_\_\_\_\_ Hall YES/NO \_\_\_\_\_ Kitchen YES/NO \_\_\_\_\_ Rear Room YES/NO \_\_\_\_\_

Name address and Phone number of person in charge if different from applicant: \_\_\_\_\_  
\_\_\_\_\_

**In the case of activity involving children you should be aware of the governments suggested guidelines 'Safe from Harm'?**

**Is your organisation a charity?** YES/NO

**Have you or your organisation used the church centre before** YES/NO

I confirm that the letting conditions on the reverse of this form are accepted.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

#### Confirmation of Booking (Completed by the authorised Church Manager)

I confirm on behalf of the Church that the booking as indicated on this form is accepted subject to the letting conditions overleaf and to the payment of the agreed fee of £7.00 per hour or part thereof:

Cheques to be made payable to 'The Baptist Church Hockley Heath'

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Authorised Booking Manager: Mrs. Joan Hohmann

2535 Stratford Road Hockley Heath B94 6NN.

Tel: 01564 782608

**Minister**

**Church Secretary**

**Treasurer**

e'mail: derrick\_hancock@msn.com

**Rev. Ken Hawkings**

**Mr. Derrick Hancock**

**Mrs. Chris Fogg**

**Tel: 0121 351 2086**

**Tel: 0121 705 5483**

**Tel 01926 494680**

# The Baptist Church Hockley Heath

## CONDITIONS FOR THE USE OF THE CHURCH PREMISES

- 1 The agreed fee for the use of the accommodation should be paid in advance of the hiring.
- 2 The User is responsible for 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, and the church shall be entitled to claim the cost of replacement or rectification of any damage.
- 3 The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
- 4 After the use of the accommodation 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 hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured, and rubbish removed from the site.
- 5 The User must ensure that during the use of the accommodation that no person smokes and that in the event of candles being used that there is a designated Fire Marshall and that only safety lighters that extinguish instantly on being dropped should be used.
- 6 The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 7 The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
- 8 The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
- 9 The User will comply with the provisions of the church's Health and Safety policy (displayed on the entrance notice boards) and will ensure that all those using the accommodation are aware of the appropriate safety procedures, including the unbolting of the rear exit door, whilst the premises are being used.
- 10 Where the premises are to be used by children, the User acknowledges the Government's guidelines set out in the document 'Safe from Harm'.
- 11 **From time to time it may be necessary for the church to use the buildings at a time when the hall is booked. In this case the church reserves the right to notify the user giving a minimum of 2 weeks notice. The fees for that period would be repaid or another suitable date agreed.**

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