

HOCKLEY HEATH

BAPTIST CHURCH

Making God's Love and Salvation known

Letting Application Form

Name of organisation: _____

Description of Proposed Activity _____

- Is your organisation a charity? YES/NO if YES see *** below ref. payments
- Have you or your organisation used the church centre before YES/NO if NO speak with Joan ref. T&Cs
- In the case of activity involving children you should be aware of the governments suggested guidelines 'Safe from Harm'.

Name of applicant: _____

Address of applicant: _____

Home Phone number: _____

Mobile phone number: _____

Email address: _____

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

- Please make your booking for 3 calendar month, or less.
- Start Date: _____ Start Time: _____ Finish time _____ Finish date: _____

Two weeks before the end of the booking please complete a renewal form (found on the desk in the office)

Please put the completed form in the top draw of the desk.

The fee is £10.00 an hour or part thereof: leave it with the form in the top draw of the desk.

Cheques made payable to 'The Baptist Church Hockley Heath'

If you wish you may pay directly to our account the **Sort Code is: 40-26-22** and the **Account No: 40232254**

***** We do not charge for Charity organisations, but a small voluntary donation would be welcome**

Please note there is a £20.00 refundable deposit for the key. It must NOT be copied or used for access to the building other than the time indicated on this form, or any renewal form.

In signing this you acknowledge you have read and agree to the terms and conditions as set out on the reverse of this form. These will apply to any future extensions which you may make.

Signed: _____ Dated: _____

Authorised Booking Manager: Mrs. Joan Hohmann 47 Damson Lane, Solihull, West Midlands B91 2RF. 0121 439 7650

We encourage you to read out 'Care & Concern booklet which contains our health & Safety Policy

Minister

Rev. Ken Hawkings

Tel: 0121 351 2086

Church Secretary

Mr. Derrick Hancock

Tel: 0121 679 1321

Treasurer

Mr. Derrick Hancock

Tel: 0121 679 1321

e'mail: derrick_hancock@msn.com

The Baptist Church Hockley Heath

CONDITIONS FOR THE USE OF THE CHURCH CENTRE

- 1) We are a Church and as such hiring out our premises is not our prime function, we do not therefore have a caretaker. In order that we can accommodate the less able you may be asked at any time **as a condition of the hire** to put up or put away tables not related to your organisation. **If you feel unable to do this please reconsider your booking, or speak with Joan. We will always do our best to reduce the occasions when this would be necessary.**
- 2) The agreed fee for the use of the accommodation must be paid in advance of the hiring, and thereafter as indicated on the booking/renewal forms.
- 3) The Centre will be unavailable on all bank/Christian Holidays, and during August.
- 4) Bookings are made for 3 month periods or less. Renewal forms can be found on the desk in the office.
- 5) 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.
- 6) 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.
- 7) After the use of the accommodation it must be left in a clean and tidy condition and that all lights are turned out and all doors and windows properly secured, and rubbish removed from the site. Please ensure the main door is locked.
- 8) 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.
- 9) 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.
- 10) 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.**
- 11) 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.
- 12) The User will comply with the provisions of the church's Health and Safety policy (displayed on the notice boards) and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
- 13) Where the premises are to be used by children, the User acknowledges the Government's guidelines set out in the document 'Safe from Harm'.
- 14) **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.**
- 15) **Cheques made out to:** The Baptist Church Hockley Heath may be left, in the top draw of the desk together with a completed renewal form: found on the desk.
- 16) Manager is Mrs. Joan Hohmann, 47 Damson Lane Solihull B91 2RF. Tel 0121 439 7650.