

QRBC Hiring Application Form

Contact Details

*Delete as Appropriate

| | | | |
|---|---------|---------------------------|--|
| Contact name of Hirer | | | |
| Tel No. Home/Work | | Tel No. Mobile | |
| House Name/Street Name 1 | | Street Name 2 | |
| Town | | County | |
| Postcode | | | |
| Email Address | | | |
| Name of Organisation (If Applicable) | | | |
| Role of Contact person with Organisation | | | |
| Is the organisation a registered charity? | Yes/No* | Charity Registered number | |

Proposed use of facility

| | | | | | | | |
|---|---------------------------|-----------------------------|-----------|---------------------------|-------------------------------|----|------------------------|
| Description of proposed use (please provide as much detail as possible) | | | | | | | |
| Number of people attending | | Is this a one off Activity? | Yes/No* | | | | *Delete as Appropriate |
| Have you or organisation booked the church facilities previously? | | | | Yes/No* | | | *Delete as Appropriate |
| Dates Required | | | | | | | |
| Rooms Required † Please include set up and clean down times | Tick below as appropriate | Times † | | Tick below as appropriate | Times † | | |
| | | From | To | | From | To | |
| | Auditorium | | | Window Room | | | |
| | Stone Bay Room | | | Louisa Bay Room | | | |
| | Attic Room | | | Viking Room | | | |
| | Kingsgate Room | | | Kitchen | | | |
| IT Suite | | | Cafeteria | | | | |
| Room Requirements † Please provide additional information, number of flips charts, teas, coffees, Type of Audio visual required, etc. | Tick below as appropriate | Additional Information † | | | Agreed Charges (QRBC Section) | | |
| | Flip Charts | | | | | | |
| | Audio Visual | | | | | | |
| | Refreshments | | | | | | |
| | Kitchen | | | | | | |

Compliance

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| | |
|---|---------|
| Do you/your organisation agree to comply with QRBC Health and Safety Policy? (see QRBC web site or request paper copy) | Yes/No* |
| In the case of activity involving children and/or vulnerable adults are you/is your organisation compliant with all relevant legislation? | Yes/No* |
| Are you able to provide a copy of your organisations insurance to comply with condition 10? | Yes/No* |

In signing this application form the hirer agrees not to use or allow the premises or any part thereof to be used for illegal, immoral or irreverent purposes or for any purpose inimical to the practice and beliefs of the Baptist Union of Great Britain. While QRBC is a welcoming and inclusive community we reserve the right to enquire of the nature of the activities of the hiring organisation and to refuse or cancel a booking should such activities conflict with the practice and beliefs of the Baptist Union of Great Britain. The Church's decision on this matter will be final and not open to negotiation.

I have read and agree to abide by the terms and conditions set out in this form and the QRBC Hiring Conditions overleaf.

Print Name.....

Signed.....Date.....

Confirmation of booking (to be completed by Church Officer)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the hiring conditions and to the payment of the hiring fee and deposit at least 28 days from the booking date.

Signed.....Date.....

Conditions for Use of Church Premises

1. The agreed fee for the use of the accommodation must be paid at least 28 days in advance of the hiring together with a deposit of £50.

In the event of cancellation:

- a) the deposit will be returned
- b) the hiring fee will be returned subject to the following deductions:
 - 28 to 14 days prior to the hiring 50% of hire charge
 - 13 to 7 days prior to the hiring 75% of hire charge
 - Less than 7 days prior to the hiring 100% of hire charge

The deposit will be refunded within 7 days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the hirer is responsible and in which case the church shall be entitled to retain all or part of the deposit as security for the cost of rectifying such damage.

2. The church retains control, possession and management of the accommodation and the hirer has no right to exclude the church from the premises.
3. The hirer is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures, fittings or equipment which is occasioned in whatever way by the hirer's use of the accommodation.
4. The accommodation may only be used by the hiring organisation and for the purpose and during the period on the application form submitted to the church. Only the rooms and equipment requested and agreed for hire may be used by the hiring organisation
5. The church shall be entitled at any time on giving reasonable notice to the hirer to transfer if possible to alternative or comparable space and accommodation within the building.
6. 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 litter is binned, lights are turned off and all doors and windows are properly secured.
7. The hirer must ensure during the use of the accommodation that no person smokes in the church or its grounds.
8. Permission must be sought regarding allowing alcohol and gambling (e.g. raffles) on the church premises.
9. No equipment may be brought onto the site without written permission from QRBC.
10. The hirer agrees that the church has 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 hirer will keep the church indemnified against any claims for which the church is not responsible. The hirer will in most cases be asked to produce evidence of adequate public liability insurance.
11. The hirer 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 church may terminate this agreement immediately at any time if there is a breach of these conditions by the hirer.
13. Food and drinks may be prepared in the kitchen at an extra charge with the prior consent of the church but under no circumstances are children under the age of twelve allowed in the kitchen.
14. No bicycles are allowed in the church buildings.
15. Only suitable footwear is allowed. Stiletto heels, tap shoes or other footwear likely to damage the floors are prohibited.
16. Skate boards, scooters, rollerblades/skates, buggies are prohibited but can be left in the Buggy Park. Ball games may only be played with prior written consent from the church.
17. We reserve the right to charge 8% plus bank interest rate, in the event of late payments.