

CREECH ST MICHAEL  
BAPTIST CHURCH

**Hiring the Baptist Church  
Centre  
2020**



Creech St Michael Baptist Church  
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# CREECH ST MICHAEL BAPTIST CHURCH

## CONDITIONS FOR THE HIRE OF THE CHURCH WITH USE OF KITCHEN AND CAR-PARKING.

If there is any doubt about the meaning or consequences, of these conditions please consult the Office.

### GENERAL INFORMATION: CENTRE

1. Capacity: For a meeting where everyone will be seated maximum is 125. The maximum number to be accommodated at tables when a meal is served is 100.
2. The main room can subdivide into 2 rooms; we ask that you consult with the Office before dividing the room. Advice will be given.

### GENERAL INFORMATION: ANTI-ROOMS (ROOM 1, 2 AND LOUNGE)

1. Capacity:
  - a. **Room 1** informal room will seat 6-10 around tables.
  - b. **Room 2** will seat 4-8 around tables
  - c. **Church Lounge** informal room with sofas and chairs seats 10-15
  - d. **Church Prayer Room** informal room with one sofa and two easy chairs seats up to 6 people.

### CAR PARKING

1. There are 2 car-parking areas in front of the centre downstairs. At the north-east end there are spaces for 30+ cars, and 6 at the south end. If more car-parking space is likely to be needed please ask for advice. It is not a given that the Parish Hall Car Park can be used.
2. Hiring Charges. A deposit of the charge for the first hour is required at the time of booking and the balance on or before the day of hire. When food is being served an extra deposit is required which will be returned after the premises have been checked.

### HIRER'S RESPONSIBILITIES

1. The Hirer, i.e. the person responsible for the function for which the Church premises are being booked, must be at least 21 years of age.
2. All applications must state the exact purpose for which the Church premises being booked.
3. The hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents and their care and safety from damage, however slight, and the behaviour of all persons using the premises whatever their capacity.
4. The hirer shall be present on, and in charge of, the premises at all times, when the public are present.
5. Evening hire must finish by 11 p.m., although clearing-up may take place after this.
6. The hirer shall not sub-let or use the premises for anything except the purpose for which it is being booked.
7. It is the hirer's responsibility to ensure no alcohol is served or drunk on the premises
8. The hirer must not do, bring, or allow anything to be brought onto the premises which may cause damage or danger to anyone present. If any equipment is brought to the event, it must

be safe electrically (with an up to date PAT test sticker) or mechanically, suitable for the purpose for which it is being used and is brought at the user and hirer's risk.

9. Please read carefully “**Emergency plan for the temporary responsible person**” at the end of these conditions. The Hirer shall instruct every employee\helper, whether paid or unpaid, as to that person’s duties in connection with safety precautions to be observed on the premises, the location of fire extinguishers, and the action to be taken by that person in the event of a fire or other emergency. Notices stating what you should do if you discover a fire along with the assembly point and who to contact from the Church are displayed in the entrance hall in The Centre and on the notice board near the café upstairs in the Church.
10. The Fire Brigade must be called immediately to any outbreak of fire, however small.
11. The Hirer shall be responsible for the cost of repair of any damage to any part of the premises or its surrounding property, and the repair or replacement of any item of furniture, furnishing or item of Church or individual property which may occur during the period of Hire. If the damage makes The Centre unusable, the Hirer will be responsible for reimbursing the Church for the hire of any alternative accommodation until the repairs are completed to the Church’s satisfaction.
12. The Hirer must ensure that they have adequate insurance cover including Public Liability, including, if appropriate, cover for the caterers. The Church will not accept any claim relating to anything arising from the Hiring.
13. At the end of the Hiring, the Hirer is responsible for seeing that the premises and the surroundings are left in a clean and tidy condition and ready for immediate use, and that any contents that were moved have been replaced to their original positions, all lights are turned off, all doors are shut, and windows and external doors are secure and locked. A Church Officer will be responsible for inspecting the premises as soon as possible after the Hiring and for making any complaint within 24 hours.
14. If the premises are left in a state that is not satisfactory or usable by another group, the Hirer will be invoiced for cleaning charges. Our contract cleaner charges £10 per hour. Use of the churches cleaning equipment is permitted. The hoover is found in one of the downstairs toilets; mops, brushes, dustpans and brooms are on hooks behind the kitchen door. Upstairs the equipment is found in the cleaning cupboard in the Lounge.
15. Any damage shall be reported to the Office or the Representative within 12 hours of the end of the event.
16. Arrangements to collect and return the keys must be made with the Office a church representative. The keys must be returned immediately to the nominated place.

## **GENERAL CARE OF THE PREMISES**

1. **NO SMOKING** is allowed on the premise and the Hirer must ensure that this ban is observed at all times, including in the toilets. If those attending are likely to smoke outside, a suitable receptacle must be provided at the entrance for ensuring that this ban is observed.
2. **NO ALCOHOL** is to be served or allowed to be brought on to the premises. Only non-alcoholic drinks may be served or consumed in The Centre. The Hirer shall be responsible for ensuring that this ban is observed.
3. No pins, nails or sellotape are to be used to fix items to the walls. Permission to use blue-tack, or any other adhesive must be sought in advance.
4. Prior permission is to be obtained to use the piano.

5. Audio equipment may be used but special permission must be requested at the time of booking if any live music is to be played. The audio level must be controlled at all times so as not to cause a nuisance.
6. Heating: Arrangements must be made at the time of booking if heating will be required. The radiator controls are set and must not be changed.
7. No ball games may be played without permission.
8. Tables and chairs should be lifted, not dragged across the floor and stacked sideways to the wall.

**SAFETY MATTERS**

1. Bolts are fitted to the Fire Doors for security purposes when the buildings are unoccupied. The Hirer is responsible for seeing that these bolts are released as soon as anyone enters the building, and for ensuring that the Fire Doors are re-bolted before the main entrance door is locked.
2. The exit doors MUST be kept free of obstruction at all times
3. **Accidents and First Aid** If any accident or mishap occurs to a person while at the event, there is an Accident Record Book in the First Aid Box which is by the main entrance door to the Centre, and an entry must be made, (whether or not the First Aid Box is used or the person needs professional or family care). The information required is:
  - a) Date
  - b) Name, age and address
  - c) What happened
  - d) What treatment has been given or help sought
  - e) Name of person responsible for dealing with the situation.
4. The right to accept or reject any booking is reserved to the Leadership Team on behalf of the Church, who also reserve the right to enter The Centre at any time and to require any action to be taken which they consider necessary, because of any infringement of these Hiring Conditions

**SAFEGUARDING**

Any group hiring the premises that regularly work with children, young people and vulnerable adults must confirm to the church office that they have appropriate written safeguarding policies in place which will be adhered to for the duration of hire.

I/We confirm that the above conditions will be adhered to for the duration of the hire.

.....  
 (Print Name/s) .....

The Church Officer responsible for administering these conditions is:

The Church Admin Officer  
 Creech St Michael Baptist Church  
 Creech St Michael  
 Taunton  
 TA3 5QQ  
 Tel: 01823 443692

## EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSON

**As the responsible person for the event /function etc you have legal duties with regards to the safety of those persons assisting with or attending the event.**

**Before the event or function you should be aware of:**

- What should be done if a fire is discovered;
- How people will be warned if there is a fire, including those on a different floor level;
- Identification of key escape routes and exits, how people can access them and escape to a place of safety;
- Checking exit doors security bolts are unbolted;
- Checking that all escape routes are clear of obstructions and combustibles;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on arrival

**Before the event or function you should establish:**

- The arrangements for means of escape for disabled persons;
- Who will be responsible for calling the fire service and any other necessary services; and who will meet these services on their arrival and notify them of any special risks;
- The position of fire extinguishers and arrangements for fighting the fire;
- Your plans to deal with people once they have left the premises, especially children, e.g. people with personal belongings still in the building, people wishing to rejoin friends, inclement weather and getting people away from the premises.

**At the start of the event or function you should notify all those present about:**

- The no-smoking law;
- Who is supervising and how to identify them;
- The location of exits and escape routes;
- Taking valuables immediately to hand but not going to collect other belongings;
- The location of the assembly point;
- What will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked;
- The no smoking law is adhered to;
- No naked flames are started (unless authorised e.g. candles);
- Where naked flames are present that combustible material is kept well clear;
- Rooms do not become overcrowded

# Hire Charges for the Baptist Church Centre

Session	Hire Charge for Category 1	Hire Charge for Category 2	Hire Charge for Category 3
Minimum Charge	£12	£15	£17
<b>Hourly Charge</b> (up to 2 hours)	£8	£10	£11
<b>Session Rate</b> (2-3 hours)	£19	£24	£29
<b>Day Rate</b> (6 hours)	£35	£45	£55
<b>Full Day</b> (7 hours +)	£45	£55	£65

(These charges include the use of the Kitchen to serve drinks and biscuits only)

Category 1: Church Members

Category 2: Village organisation, Christian & voluntary organisations

Category 3: All other groups

Kitchen Use	Hire Charge for Category 1	Hire Charge for Category 2	Hire Charge for Category 3
<b>A:</b> Cold food, no cooking (buffet style)	£9	£10	£12
<b>B:</b> Cooking & serving up to 25 people	£18	£22	£27
<b>C:</b> Cooking and serving 25-50 people	£34	£40	£53
<b>D:</b> Cooking and serving over 50 people	£48	£53	£65

When food is being cooked and served a kitchen deposit of £25.00 must be added when the minimum deposit is paid. This will be returned when the kitchen and premises have been checked following the use of the facilities. Any damage, losses or breakages or crockery, cutlery or kitchen equipment will be deducted from the kitchen deposit unless payment for these is negotiated separately. The kitchen deposit will be retained until all such matters have been settled. The amount of the minimum deposit will be deducted from the overall hire charge.

# Hire Charges for the Baptist Church Small Rooms

Session	Hire Charge for Category 1	Hire Charge for Category 2	Hire Charge for Category 3
Minimum Charge	£10	£12	£16
<b>Hourly Charge</b> (up to 2 hours)	£5	£6	£8
<b>Session Rate</b> (2-3 hours)	£12	£15	£20
<b>Day Rate</b> (6 hours)	£22	£28	£35
<b>Full Day</b> (7 hours +)	£28	£35	£45

(These charges include the use of the Kitchen to serve drinks and biscuits only)

Category 1: Church Members

Category 2: Village organisation, Christian & voluntary organisations

Category 3: All other groups

Kitchen Use	Hire Charge for Category 1	Hire Charge for Category 2	Hire Charge for Category 3
<b>A:</b> Cold food, no cooking (buffet style)	£9	£10	£12
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# Hiring the Baptist Church Centre



Name of Organisation:

Name of person responsible for this event:

Address:

Postcode:

Telephone:

Email:

Date of hire:

Details of event including which room you wish to Hire:

Hall  Room 1  Room 2  Lounge (Upstairs)  Prayer Room (Upstairs)

Start and finish time of hire:

*(remember to include set up and set down time)*

Please refer to the Hire Charges page and select which use you have for the kitchen:

No use      A      B      C      D

Additional equipment and needs:

Will you require tables?	YES/NO
Will you require the heating to be on?	YES/NO
Will you require the use of the piano?	YES/NO
Will you require the use of the PA system?	YES/NO
Will you be playing any live music?	YES/NO

Any other requests:

\_\_\_\_\_

\_\_\_\_\_

I have read the conditions of Hire for the Centre and kitchen at Creech St Michael Baptist Church and undertake to abide by them. If I am not in charge on the day I will ensure that the person in charge has seen them and will abide by them.

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

Date: \_\_\_\_\_

Office Use only:

Date Booking Received:  
Booking processed:  
Invoice Issued:  
Hire charge Received:



Ground floor (The Centre)

