

## BOOKING FORM

**2014**

(Return of this completed form constitutes a confirmed booking and acceptance of the Terms and Conditions of Hire.)

<b>Room(s) booked</b>	
<b>Hourly rate (if known)</b>	
<b>Time – from and to</b> <b>Total hours booked</b>	
<b>Date(s) required</b>	
<b>Equipment/facilities required:</b> Kitchen & facilities Upper Hall sound system Data projector & screen OHP/screen Flipchart/paper or Whiteboard (excludes pens)	
<b>Expected number of users</b> Please advise of any expected wheelchair users & see Item 13 overleaf	
<b>Number of Chairs required &amp; Layout arrangements</b> (eg theatre style)	
<b>Tables required</b> Number seated at each table?	Yes/No
<b>Purpose of use of hall</b>	
<b>Any other requirements</b>	

**Thank you for your booking.**

Please read important notices overleaf and sign and return this form.

Name of Organisation:.....

Charity Registration number.....

E-mail for billing:.....

Address for billing:.....

.....

Contact name:.....Tel no.....

I have read and accept the terms and conditions of hire:

Deposit enclosed..... (delete if not appropriate – see Terms of Hire overleaf)

Signature.....Name.....Date.....

**Cheques payable to: St Andrews Street Baptist Church**

**OR by Bacs to our account at:**

**Lloyds 30-91-56 a/c 00714916 with reference 'Premises'**

**Terms & Conditions of hire from 1<sup>st</sup> January 2014**

Contact: Church Administrator at above address for all enquiries and payments

ST ANDREW'S STREET BAPTIST CHURCH  
ST ANDREW'S STREET CAMBRIDGE CB2 3AR

[WWW.ST-ANDREWS-ST.ORG](http://WWW.ST-ANDREWS-ST.ORG)

TEL 01223 506343 [OFFICE@ST-ANDREWS-ST.ORG](mailto:OFFICE@ST-ANDREWS-ST.ORG)

1. Hire Charges

Setting up and clearing away time must be included in the total hours booked.

For one-off bookings a deposit of 25% is required at time of booking and balance of payment is to be made by the booking date. Bookings within 28 days of the event will be charged in full.

For regular bookings, invoices will be issued after the event and shall be paid within 14 days of receipt of invoice.

2. Cancellation of bookings:

In the event of cancellation the following charges shall apply:

Less than 28 days notice: The Deposit or 40% of the total charge whichever is the greater.

Less than 7 days notice: 100% of the total charge

3. Fire and safety:

**During normal working hours** St Andrew's appointed staff are responsible for the security of the building and managing any emergency. In the event of a fire please follow the instructions posted on the **Emergency Notice** in the room you are using.

- **Out of normal working hours** The hirer will be responsible for the health and safety of clients whom they invite onto the premises. It is the responsibility of the hirer to ensure that fire and safety regulations are observed while using the building, that fire exits are kept clear and that all fire doors remain closed. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the user in full. The Hirer must familiarise themselves with fire evacuation procedures and the location of fire exits in the building in consultation with the church administrator at the time of booking. The Hirer should appoint stewards and ensure they are conversant with the emergency procedure. (One steward for each group of 50 people)
- **Out of hours contacts:** details are printed on the Emergency Notices.

4. The Centre Management reserve the right to refuse any booking request which is felt is contrary to the aims of the Centre.

5. There is a strict **No Smoking** and **No Alcohol** policy within the premises.

6. All rubbish must be placed in bins provided or removed. Excess rubbish (more than three full bags) will be charged to the hirer.

7. Rooms should be left in the condition in which they are found. Cleaning equipment is provided. Extra cleaning required will be charged to the hirer.

8. Any costs incurred for breakages, damage or theft of property shall be charged to the hirer.

9. The Hirer shall effect Public Liability insurance cover for their use of the premises as advised by their Insurer/Agent.

10. The Hirer shall ensure compliance with all relevant legislation and protection policies where there are young persons or vulnerable adults present. For bookings which involve children and young people under the age of 18, a safeguarding/child protection policy must be in place.

11. The Hirer shall not bring onto the premises any portable electrical appliances without first obtaining permission from the church administrator at the time of booking. Any such appliance must be in good condition and carry a PAT electrical testing certificate.

12. No candles or any other object required to be lit by a naked flame must be used on the premises at any time. Any damage caused by failure to comply with this condition of use will be chargeable to the Hirer.

13. If any wheelchair users are attending the hirer's event/meeting, a person must be appointed to assist them in the event of an emergency

14. The Centre Management shall not accept liability for damage to or loss of property or for personal injury not caused by their negligence.

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