



LETTINGS POLICY

*It is the intention of FBC (Fressingfield Baptist Church) to use the building for any activity that **primarily** furthers the aims of the Chapel. Although very well-equipped it does not provide the full range of services that a commercial setting would provide; our charges are calculated to cover the cost of operating the building. All bookings will be made in accordance with this Lettings Policy which is based on our core beliefs as a church, which are available here:-*

<https://www.fressingfieldbaptistchurch.com/what-we-believe>

The principal purpose of the Church is the advancement of the Christian faith so potential hirers should note that bookings which conflict with these beliefs will be refused. The following will not be allowed on the premises: -

- Any act of worship other than Christian.
 - Any exercise rooted in spirituality other than Christian, such as Yoga, Tai-Chi or martial arts.
 - Any activity that undermines the purpose or beliefs or brings the name of the Church into disrepute.
1. These terms and conditions apply when any part of Fressingfield Baptist Church (“the Church”) premises and/or facilities are hired by any individual(s), organisations or churches (“hirer or hirers”) for a service, event or activity (referred to hereafter as either “a hiring” or a “booking” or “a booked event”) not being one of the Church’s own family services, meetings or ministries.
 2. These terms and conditions having been made available to the hirer or its representative prior to the raising of the invoice relating to the hiring/booking, the hirer will be deemed to have agreed to and be bound by them upon making their hiring/booking.
 3. Any section headings are for convenience only and shall not affect the interpretation of these terms and conditions.
 4. These terms and conditions contain the entire agreement between the Hirer(s) and the Church unless varied in writing.
 5. If at any time after the making of the hiring, the Hirer or any of its intended attendees or speakers at the booked event are considered in the reasonable opinion of the Church to be in breach of or are likely to be in breach of any of these terms and conditions, the Church may cancel the event at any time and the cancellation fees at paragraph 22 below will apply.

Making a Booking

6. All hiring is subject to staff and room availability.
7. Hiring rates are charged by the hour at the rates set out on the “Hire a Room” section of the Church’s website.
8. It is a matter for the discretion of the Church’s Bookings Team as to whether the Church will accept a booking.



9. Hiring times and dates must include the days and times required to set up the event and to pack down/clear the premises following the event, from arrival to departure. Hirers must ensure that their booking includes all the times and dates they will be present on the premises. An additional charge will be made at the relevant hourly rate if the booked hire times or dates are exceeded. Prices do not include cleaning, positioning or repositioning furniture, and assume that the hirer will leave the premises clean and as they found them.
10. All evening events must end by 10pm and all attendees including technicians, hirer personnel and equipment must be off all parts of the premises by 10.30pm.
11. The Hirer must provide a named contact person who shall be available for contact and correspondence with the Church before, during and after the hiring. On the day(s) of the hiring the named contact must provide their mobile phone number to the Church.
12. For events involving the Main Hall, the Hirer must submit a programme of the event to the Church at least one week prior to the event. If this is not so received the Church reserves the right to cancel the hiring at no cost to the Church and in this situation, there will be no entitlement to a refund of hire fees.
13. The Hirer must ensure the accuracy of its booking in advance of its event. The Church personnel have no authority to allow the Hirer to use any rooms or facilities other than those referred to in the hire invoice.
14. Unless specifically agreed otherwise in writing, bookings are not considered to have been made until the deposit requested in the invoice is paid to the Church.
15. A deposit equal to 20% of the hire charge will be charged in addition to the hire charge. If following the issuing of an invoice the deposit specified in the invoice is not received within 14 days of the invoice, the Church may cancel the hiring and may then charge a cancellation fee calculated by reference to the scale of charges set out at 22 below.

Payment of Hire Charges

16. Full payment of all hire charges must be made at least 28 days before the date of the booked event. The agreed hire charges plus £100 deposit are required to be paid in advance. Regular multiple bookings will be charged by the calendar month and are to be paid before the end of the month
17. All cheques are to be made payable to 'Fressingfield Baptist Church'. Payment can also be made directly by bank transfer.

Cancellation and return of deposit after booked event

18. Any Notice of cancellation must be made in writing. If the Hirer gives written notice of cancellation which is received by the Church no less than 28 days prior to the date of the booked event, any deposit paid will be refunded. Any written notice of cancellation received by the Church less than 28 days before the date of the booked event will give rise to a cancellation fee which must be paid in accordance with the following:



Period of notice received before the event	Cancellation fee
14-27 days	25% of hire cost
8-13 days	50% of hire cost
0-7 days	100% of hire cost

- 19 Following the booked event having taken place, the deposit paid by the hirer will be returned within 7 days less any deductions for matters for which deductions are permitted in this agreement.

Use of Hall and Hired rooms

- 20 No food or drink (except water) is to be consumed in the Main Hall except by prior agreement with the Bookings Team.
- 21 The consumption of food in other areas may be permitted subject entirely to the discretion of the Bookings Team whose decision is final. The Hirer must discuss their requests with the Bookings Team at the time of making the booking and obtain consent for the consumption of the agreed food.
- 22 The full kitchen is available for use at an additional cost.
- 23 At no extra cost the kitchenette in Room 1 may be used by small groups for making tea/coffee.
- 24 Nothing is to be affixed to any part of the premises under any circumstances by any means including drawing pins, "sellotape", blu-tac, etc. Any damage or disrepair will be charged to the hirer.
- 25 Glass doors: no poster or any other material is to be fixed permanently or temporarily by any means to the doors in the building. Any damage or disrepair caused will be charged to the hirer.
- 26 The Hirer may use the Church furniture only in the room booked. The Hirer must inform the Bookings Team at least two weeks in advance of the booked date as to the quantity of tables and chairs required, including preferred layout and the Church will endeavour to have that furniture ready. The Church's staff resources are such that it may not always be able to set up the furniture, so the Hirer will need to allow enough time to set up the furniture in the room(s) hired.
- 27 The Church's furniture may not be moved from room to room without the prior permission of the Church and must be returned to its original location afterwards.
- 28 The Church will provide only what is described in the invoice and anything extra must be provided by the Hirer at the Hirer's own expense.
- 29 No materials (books, DVDs, CDs, etc.) may be offered for sale on the Church premises without prior permission. No raffles or similar can take place as part of the event.
- 30 Any breakages or damages to the Church or to its furniture and/or facilities must be reported to the church and must be paid for either by the Hirer at the time of reporting or deducted from the Hirer's deposit. Any additional sums due from the Hirer for any loss or



damage caused shall be invoiced to the Hirer and must be paid within 14 days of the date of the said invoice.

- 31 Smoking and the consumption of alcohol are not allowed on any part of the premises.
- 32 No confetti or like materials may be used on any part of the premises apart from the outside area.
- 33 The Church reserves the right to reduce sound levels to an acceptable level should it be considered to be too loud. Under no circumstances must volume levels exceed 85db
- 34 The Windows and doors must remain closed at all times when amplified music is being played.
- 35 There are a large number of residents adjacent to the Church. It is important that hirings should not be an annoyance to them and the Church reserves the right to close meetings without any reimbursement of the hire charges if in the Church's reasonable opinion, the event is or is about to become such an annoyance. *This is especially important after 8pm*
- 36 All publicity must only refer to the Church as the booked event's venue (without address) and not as the host or endorser of the event. The Church is hiring out its' physical premises and specified facilities only. If the Church becomes aware of any publicity contrary to this provision, the Church reserves the right to require that all such publicity be recalled and amended and/or to refuse to hold the event at the Church.
- 37 The Church reserves the right to cancel with one week's notice cancel any booking which to facilitate holding a Christian worship service such as a wedding or a funeral without providing alternative accommodation on site. However, the Church intends to avoid cancellation wherever possible and to accommodate bookings in alternative spaces in the building.
- 38 The Hirer agrees not to bring any electrical equipment onto the premises without a PAT certificate, a copy of which must be submitted with the application.
- 39 Free wi-fi is available. Please ask for details.

Safety & legal Liability Issues

All users are to familiarise themselves with fire evacuation procedures, attendance lists, signing in and out, use of a signing-in book if name(s) not known in advance (but group leader must sign out), Designated person – responsible (adult) in each separate space responsible for fire safety and who ensures safe evacuation.

Disabled users. If on first floor they must each be designated a 'buddy' who is responsible for their safe evacuation. This includes assisting them to the Refuge Point at the sign at the front of the car park away from the building.

The Hirer must comply with all relevant health and safety legislation and regulations, the Church's Health and Safety policies (copy of policies available on request) and these terms and conditions at all times during the period of hire.

- 40 Under no circumstances must any furniture be positioned in such a way that any movement of people in an emergency could be hindered. The church's decision on this is final. Any health and safety concerns on the part of the hirer must be drawn to the attention of the church.



- 41 All exits in the main hall and all other rooms must be kept free from any obstructions, including pushchairs and wheelchairs at all times.
- 42 All organisations using the Main Hall must appoint a Fire Safety Officer (FSO) who must be easily identifiable.
- 43 All doors leading to the outside of the premises are kept shut during the booked event.
- 44 The Hirer is wholly responsible for First Aid for any delegates.
- 45 The Hirer must prior to the booked event have put in place Public Liability Insurance with an Indemnity limit of no less than £5,000,000. The Church accepts no responsibility and is not liable for any incident caused by a hirer or the attendees of the booked event. A copy of the hirer's certificate of insurance must be submitted to the Church at least two weeks prior to the booked event. If this is not received the Church reserves the right to cancel the booked event at no cost to the Church and cancellation fees will apply as set out at 18 above.
- 46 The Church accepts no responsibility and is not liable for any loss, damage or injury to any persons attending events at the Church premises, both during the event or otherwise. The Hirer is responsible for ensuring the safety of all attendees and its' personnel in all parts of the Church premises and for ensuring that these terms and conditions are complied with by all such persons.
- 47 The Church accepts no responsibility and is not liable for any loss or damage to any possessions of the attendees or the hirer. The Church does not have the staff resources available to deal with any lost property after an event and all lost property queries are to be directed to the Hirer.
- 48 Specify any activities which are not allowed. Usually these include sports but they may vary with our sports hall. I propose that we will deal with this on a booking by booking basis

For Bookings Involving Children, Young People Under 18 and Vulnerable Adults

Safeguarding Statement

- 49 The Hirer accepts full responsibility for ensuring that an appropriate Safeguarding Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 and vulnerable adults during the course of the event for which the premises have been hired.

Hire of Kitchen and Catering Facilities

- 50 The hire of the full kitchen facilities are available. Please ask for more details if this is required.

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