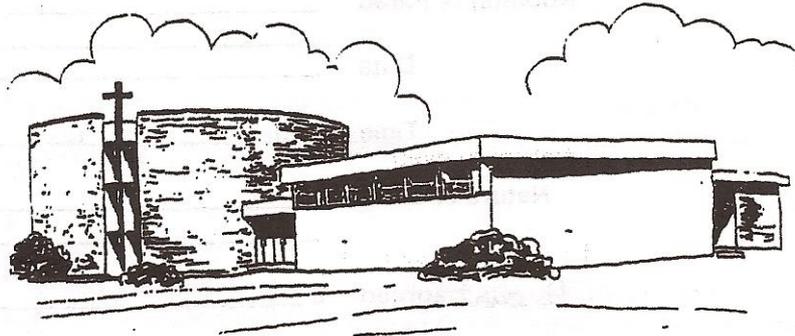


Trinity Free Church Buttsgrove Way, Huntingdon



Arrangements for the use of Church Premises

Application Form

Name

Organisation

Address

.....

.....

Telephone

Room(s) required

.....

Date

Time From To

Nature of event

.....

Amount agreed £.....

(If no amount has been agreed please contact bookings secretary to discuss the matter)

Please read the attached conditions of use before signing and then forward this form to the Bookings Secretary. who will confirm the booking to you as soon as it is agreed.

Please sign here

Date of application

Please retain conditions of use for your future reference.

CONDITIONS OF USE

- 1. The Period of Use** You must include in the period of booking the time taken for preparation and cleaning up. Please bear in mind that the hall/room may be reserved for others for a period immediately preceding or following the period reserved for you.
- 2. Area Used** Your activities must be confined to the area of the part of the premises booked by you. If you wish to make use of the kitchen facilities, these should be specifically requested. Crockery is loaned strictly upon the understanding that all breakages are reported and paid for.
- 3. Alcohol and Smoking** It is a principle of the Church that alcohol should not be consumed on the premises. We ask you, please, to adhere to this and to refrain from smoking.
- 4. Keys** To assist your entry to the building, a key will normally be lent to you in advance. Please return it as soon as possible after the booking unless other arrangements have been made directly with the Booking Secretary. Keys must not, of course be copied and remain the property of the Church, returnable on demand.
- 5. Heating** The central heating system will normally be adjusted to take account of the period reserved to you: please observe any instructions displayed in the hall/room. You are not permitted to alter the heating controls. Electrical wall heaters are available for your use to supplement the central heating, but may only be used whilst you are on the premises. The heating of the building is a major expense and the right is reserved to raise a charge for any abuse of the heating system.
- 6. Insurance** The Church maintains the usual occupiers' liability insurance. You must ensure that you or your organisation have all necessary other Insurances and it is a condition of this permission and any other permission that may be given to you or your organisation at any time that you have insured and will keep insured all property brought onto the premises by you, your organisation or its invitees, servants or agents against loss or damage caused by or to such property and without subrogation against the Church Members and Trustees.
- 7. Children and Young People** The Church has adopted a policy conforming with the Home Office Code of Practice "Safe from Harm". If you or your organisation are to use the premises for purposes involving children and young people under 16 years of age, you must ensure that you or your organisation is familiar with and follows that Home Office Code of Practice.
- 8. Repeat Bookings** The right is reserved to review such bookings.
- 9. Car Parking** Unless other arrangements have been made with us, please use the Car Park at the rear of the Church.
- 10. Cleaning up** Please ensure that the room/hall hired to you is left clean and tidy and that items agreed to be kept on the premises are put away in the storage space (if any) allotted to you. Please take all rubbish away with you: we have no disposal facilities.

The following amendment is made to cover an area that can cause confusion regarding Public Liability (PL) insurance when hiring premises.

In general terms there are three different types of hirer and a different PL position applies to each:

- Regular volunteer or commercial users: Formally constituted organisations, such as the Women's Institute have their own PL cover in force. Anyone who operates commercially, for example a yoga teacher, should have PL cover to carry out their Business.

- Private individuals using premises no more than three times a year There is limited cover under the Baptist indemnity to private hirers' extension. This would cover, for example, someone hiring the premises for a party. However, it is important that it is made clear, in writing, to the hirer that it is their responsibility to make sure that any contractor they bring in, such as a caterer or entertainer, has their own PL cover.

- Other users - typically locally organised groups, such as a camera club, hiring premises for regular meetings:
such users are not covered by the above policy extension and Baptist Insurance strongly advises that these hirers obtain their own PL cover which is available at affordable annual Premiums.

For this reason, having informed you of your insurance needs in this amendment, we assume that if you sign this agreement to hire, that you have read this form in full, and that "you" as the hirer accept that you must have the required PL insurance cover.(see note 6)

NOTE. The insurance cover required for this hiring has been indicated above with a tick in the appropriate box.