**Eynsham Baptist Church - Conditions of Hall Hire**

We are pleased to offer the hall to local residents and groups and the following conditions are intended to make the terms of the hall hire use as clear as possible.

All users will be asked to confirm their acceptance of these conditions, by email or signing a hard copy.

1. Eynsham Baptist Church (EBC) does not accept liability for damage to, or loss of property, or personal injury not caused by negligence of the church. Damage and breakages will be charged at replacement cost. Organisations hiring the premises on a regular basis must have adequate Public Liability Insurance. Each group is responsible for their workers, volunteers, clients and visitors. All hall users should familiarise themselves with the Health and Safety document on the notice board.
2. **Safeguarding:** All groups working with children, young people and vulnerable adults MUST have a suitable current Disclosure and Barring Service (DBS) - previously known as the Criminal Records Bureau (CRB) - Enhanced Disclosure certificate. This is mandatory.N.B. This does not apply to one-off meetings such as children’s parties where parents or carers are present. (Copies of EBC’s own safeguarding policies are available upon request).
3. **No alcohol is permitted on the premises.** This is a clause in the deeds of the property and is non-negotiable.
4. Your hall booking time must include the time you need to set up and clear up. We allow 30 mins between hall bookings.
5. The hall should be left tidy and all chairs, tables and equipment returned to their original places. In particular, the kitchen should be left clean and tidy; and all rubbish removed from the premises. Please ensure that all dirty nappies are either put in the outside dustbin or removed from the site and are not left in bins in the kitchen or toilets.
6. If you are the last group or person to leave the premises, the outside door and gates must be locked; and all the lights and electrical/gas appliances switched off. This includes the lights to the drive when applicable. Please also ensure all window are fully shut.
7. If the booking requires the user to be provided with keys these are to be returned immediately after the booking has finished.
8. Payment:
* One-off users: Payment will be required before the booking commences. Please note we also ask for a £25 deposit, refunded following satisfactory inspection of the hall after usage.
* Regular users: Payment will be monthly (upon receipt of invoice) unless an alternative arrangement has been agreed with the user.
* Keys are subject to advance payment of a £25 refundable deposit.
* Please pay by bank transfer: Sort code 09-01-55, account number 05695707.
* If unable to pay by bank transfer, cheques are payable to Eynsham Baptist Church.
1. If a user wants to cancel a booking, we ask for notification to the hall booking coordinator (tel: 07554 012535, rccarley@outlook.com) at the earliest possible time. If less than 7 days notice of cancellation is given, the full booking fee is payable.

 **I confirm I have read and accept the above terms and conditions:**

**Signed: ………………………………………………… Date…………………………**

**Additional information for hall users**

There is **a First Aid Kit** and an Accident Report Book in the small cupboard on the wall near the fire exit and these are quite clearly marked.

Please make use of the kit whenever necessary. If used, please let the hall booking co-ordinator know so that we can replace used items.

Please could you also record any minor injuries in the Accident book. The recording of these accidents serves several purposes as it helps us with our insurance and is in line with Health and Safety guidelines. It also helps to protect the leaders of a group if there are any queries about an accident. As a Church, it will also help us to highlight any problems with the hall that need our attention e.g. if there is an uneven area on the floor which is causing problems. We will check entries to the book on a regular basis.

You may feel that it would be of benefit to your group to have your own insurance, particularly if you are looking after children when their parents are not there.

It is important that each group has worked out a strategy for clearing the hall quickly if the need arises.

It is good if each group has a mobile telephone available, if possible, in case there is a need to call the emergency services (there is a telephone in the church office but this is not always available).

**Fire Safety:**

**It is the responsibility of anyone within the building, on detecting a fire, to raise the alarm.**

* All groups using the hall have a responsibility to be aware of emergency exits and location of fire extinguishers. This includes notifying any “guests” they invite into the buildings.
* For groups working with vulnerable people young, elderly or disabled, it is suggested that they keep a register of attendees so that a role call can be taken to ensure all people are clear in the event of an evacuation.
* For events where it is impractical/impossible to have a register of attendees, such as Jumble Sales or Coffee Bar or “Drop In” events. It is the responsibility of the meeting/event organiser to ensure that all rooms to which the “public” has had access are clear at the end of the event.

***We welcome any suggestions for improvements to the hall facilities as we are keen to make it as useful and welcoming to the local community.***