



BOOKING FORM FOR CHURCHDOWN CHRISTIAN CENTRE

Hirer's Information

Hirer's Name _____

Organisation (if applicable) _____

Address _____ Postcode _____

Email _____

Telephone _____ Mobile _____

Booking Information

Day of Week _____ Date _____

Time (including setting up and clearing away) _____

Reason for hire _____

Activities your hire will include _____

Rooms required*: Entire centre (£50/hour) Main hall (£40/hour) Back room (£20/hour)

*Shared access to kitchen and toilet facilities included with the hire of any part of the centre.

Confirmation & Signature

I, as Hirer, have read the Terms and Conditions of Hire governing the use of the Churchdown Christian Centre and undertake to see that they are strictly observed.

I enclose the fee of £_____ and a separate deposit cheque for £50.

Signature of Hirer _____ Date _____

Notes

The deposit cheque will be destroyed after the hire unless there is a breach of the Terms and Conditions of Hire.

Cheques should be made payable to "Downham Baptist Church"

The completed form and rental fee should be returned to: 60 Churchdown, Bromley, BR1 5PQ. Payment may be made via bank transfer to Sort Code: 20-29-63 and Account: 30352519.

Special concessionary rates of hire may be applied to people who regularly attend Downham Baptist Church and other charity and not-for-profit groups.

If you have any questions, please direct them to info@downhambaptist.org or 020 8432 6613.

PLEASE NOTE: No refunds are available if the event is cancelled.



TERMS AND CONDITIONS OF HIRE FOR CHURCHDOWN CHRISTIAN CENTRE

General conditions

1. Applications for the hire of the Centre shall be made on the prescribed form. The person signing the form must be an adult and shall be deemed to be the Hirer.
2. The standard booking fee is as follows:
 - Entire centre (main hall and back room): £50 per hour (or any part of an hour)
 - Main hall: £40 per hour (or any part of an hour)
 - Back room: £20 per hour for the back room (or any part of an hour)
3. Special concessionary rates of hire may be applied to people who regularly attend Downham Baptist Church and other charity and non-for-profit groups. Such concessions will be at the discretion of the church officers.
4. Access to kitchen and toilet facilities is included with the hire of any part of the centre. Access to kitchen and toilet facilities must be shared with other users who may be using the centre at the same time.
5. A refundable deposit of £50 is required. Booking fees may be reviewed at any time and new rates will notified to the Hirer as soon as possible.
6. This booking is terminable immediately, due to Downham Baptist Church being subject to a Tenancy at Will (i.e. no notice) with London City Mission who are landlords of the Churchdown Christian Centre.

The Hirer shall:

1. Pay the non-refundable booking fee and refundable deposit at least 14 days in advance of the hire.
2. Limit numbers attending the meeting or function to a maximum of 100 (entire centre), 80 (main hall), or 20 (back room).
3. Leave the premises in a clean and orderly state with the chairs and tables clean and stacked, the floor and surfaces swept or mopped, the toilets clean and tidy, the kitchen clean and tidy, and the crockery washed up and replaced in the correct cupboards. Rubbish should be taken out to the appropriate skips and bin liners replaced. All cleaning shall be done immediately and during the time booked by the Hirer. If cleaning is not carried out to a reasonable standard the Hirer shall forfeit any deposit or will be liable for any additional cleaning costs incurred.
4. Pay on demand the reasonable cost of making good any damage to the building, its decoration, furniture, crockery or any other property. If a deposit has been taken, the cost will be deducted from the deposit.
5. Indemnify the Church or LCM for all costs, damages or expenses arising in any way out of or in consequences of the hiring, and in particular, against liability for any personal injuries suffered by any person or persons using the premises in consequence of the hiring or any action arising out of any breach of law.
6. Make no alteration to the light fittings or other electrics without permission; permit no nail, screw, hook, drawing pin or fastening of any kind to be driven into the structure, furniture or fittings of the Hall. No tape, Bluetack, or any other adhesive may be used to attach decorations, posters, anything else to the walls.
7. Use the Centre in a manner consistent with its status as church premises and not permit anything to be done which is likely to lead to disorder or to anything contrary to sobriety or decency.
8. Allow no alcohol to be consumed on the property and no dancing to take place.
9. Display no signs or decorations outside the building.
10. Not use any of the audio/visual equipment in the centre.
11. Not cause any nuisance or annoyance to the Landlord or to any owners or occupiers of neighbouring property (and without prejudice to the generality of the foregoing shall not cause excessive noise).
12. Be responsible for compliance with the law in respect of any permission, collection of entertainment tax or other legal requirements in connection with any hire and shall supply describe on the booking form any musical performance, play, film, music or other entertainment that will be used or performed.
13. Not allow dogs or any other pet or animal inside any part of the premises.
14. Be responsible for keeping the Hall keys safe, turning out all the lights, turning down the heat, and locking up the Hall after use, if requested to do so.
15. Not permit smoking anywhere within the premises or the burning of candles or any other flame.
16. Come to a reasonable arrangement for the use of kitchen facilities (which are not provided for the exclusive use of the Hirer of the Hall), when the Hall and the other rooms are let separately.
17. Follow any instructions of caretaker looking after the centre while in use.

The Church and Church staff/volunteers shall:

1. Reserve the right to enter any part of the premises at any time.
2. Reserve the right to cancel any booking at any time, in which event the total charges paid for that booking by the Hirer will be refunded and the church shall not be liable to pay any compensation.
3. Will not be responsible for any loss of, or damage to, any property brought on to the premises by any Hirer or any other person whatsoever, or for any loss, damage, or injury which may be incurred by or be done or happen to any person or persons whilst on the premises.