



**Wellington Baptist Church,**  
28 South Street,  
Wellington, TA21 8NS  
T: 01823 663713  
E: [office@wbchurch.biz](mailto:office@wbchurch.biz)

## **APPLICATION TO USE THE CHURCH FACILITIES**

### **SETTING UP**

Your booking of the premises must include your setting up, and setting down and closure time. Because the church premises are used so frequently, no “night before” setting up of the hall can be assumed, offered or guaranteed to all users without prior discussion with the Church Administrator.

### **2020 Rental Fees**

The hourly rate is £19 (£27.50 for worship centre + £27.50 technical operator fee). The hire charge for birthday parties is £10 per hour. There is a reduced rate for all-day hire, and a discount for long-term weekly bookings – please enquire at the church office.

Recordings can be made of your event both on MP3 or DVD and can be made for you at a nominal charge if required. This will need to be arranged at the time of booking.

Superfast broadband internet is available around the site (cable in the hall, both cable and wireless in the worship centre) and access to this can be arranged at the time of booking.

Any service of Christian worship needs to be discussed and agreed with the Pastor before the booking is confirmed.

Bad weather cancellation – 24 hours’ notice is required in the event of cancellation due to bad weather so that heating, etc can be cancelled. Please contact the church office via email on [office@wbchurch.biz](mailto:office@wbchurch.biz) . If less than 24 hours’ notice is given, the booking charge will still be made.

#### **Charities**

Please enquire from the church office regarding reduced rates.

**We regret that consumption of alcohol, gambling (including the running of raffles) and religious events/activities (other than specific Christian events/activities) are not permitted on the premises.**

## TERMS AND CONDITIONS FOR THE USE OF THE CHURCH FACILITIES

For the purpose of these terms and conditions, you are referred to as the “User” and we, Wellington Baptist Church, are referred to as “the church”

1. The agreed fee for the use of the facilities must be **paid in advance** together with a **deposit of £20.00**. The deposit will be refunded within seven working days of the hiring unless there has been any damage to the facilities, furniture or equipment for which the User is responsible and in which case the church be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the facilities and the User has no right to exclude the church from the premises. The User must comply with the reasonable directions of the church from time to time with regards to its use of the facilities.
3. The User is responsible for all loss or damage (other than fair wear and tear) to the facilities or any of the church’s fixtures and fittings or equipment which is occasioned in whatever way by the use of the facilities, and the User will keep the church indemnified against any such loss or damage.
4. The facilities may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to and accepted by the church.
5. The church may be entitled at any time on giving reasonable notice to the User to require the User to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building
6. After the use of the facilities they must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of hiring and the hirer must ensure that all lights are turned out and all doors and windows locked securely. All rubbish must be taken away at the end of the booking; bin liners are provided in the kitchen.
7. The User shall keep the key to the external door safe and not share the combination code with any person.
8. The **User** must ensure that during the use of the facilities that no person smokes and that no alcohol is supplied or consumed.
9. The **User** must not leave in the facilities any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

10. The **User** agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the facilities apart from such injury or loss which arises from the church's responsibility for the general maintenance of the facilities and the user will keep the church indemnified against any claims for which the church is not responsible.
11. The User has a responsibility to notify the church of any defect in the facilities or in any of the church's furniture or other equipment in the facilities.
12. The User will comply with the provisions of the church's Health and Safety policy (copy enclosed at the end of this form) and will ensure that all those using the facilities are aware of the appropriate safety procedures.
13. The **User** agrees to comply with the Government's guidelines set out in the document "Safe from Harm" (as amended or replaced from time to time) when children or other vulnerable people are involved in activities, including without limitation maintaining an up-to-date Safeguarding and/or Vulnerable Adults policy and up-to-date DBS checks in each case as appropriate.
14. The User will not use the name of the church or claim any association with the church in advertising (including without limitation in its social media), and will not use the church's social media to advertise, in each case without first obtaining the prior written consent of the church.
15. Insurance & Liability  
Hirers/Contractors using or working on the premises must have their own Public Liability insurance in force to cover any incidents where the hirer/contractor may be legally liable. A copy of the policy schedule should accompany the booking application.  
  
With regard to Personal Property, Wellington Baptist's Church Insurance does not extend to cover property that is not owned by Wellington Baptist Church. It is strongly recommended that you personally arrange cover for your own personal possessions/contents.
16. The church may terminate this agreement immediately at any time if there is a breach of these terms and conditions by the User.

## **HEALTH AND SAFETY POLICY**

1. The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church facilities.
2. The church will, therefore, take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:
  - 2.1 so far as is reasonably practicable the maintenance of the church facilities in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

- 2.2 the provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health;
  - 2.3 assessing the risk to the health and safety of those who use the church facilities;
  - 2.4 ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - 2.5 the provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety of those who use the church facilities;
  - 2.6 the provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare
  - 2.7 consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this Policy;
  - 2.8 ensuring the adequate funds and resources are made available for carrying out this Policy.
3. The church has given the overall responsibility for the fulfilment of this Policy to its appointed Health and Safety Officer but subject thereto the Diaconate will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.
- 4 The Health and Safety Officer will:
- 4.1 carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Diaconate as necessary;
  - 4.2 co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety); carry out investigations of any accidents and recommend measures for preventing their recurrence;
  - 4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
  - 4.5 ensure that all appropriate arrangements are made to provide for first aid;
  - 4.6 ensure that all Food Safety legislation is complied with;
  - 4.7 arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary;
  - 4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;

- 4.9 ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.
- 5 All employees, leaders, helpers and volunteers will:
- 5.1 take reasonable care of their health and safety, and of the health and safety and of other persons who may be affected by a person's act or omissions while working or helping.
  - 5.2 as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with;
  - 5.3 ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
  - 5.4 make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
  - 5.5 observe all safety rules, procedures, and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
  - 5.6 conform to all the Food Safety regulations that are applicable to themselves;
  - 5.7 co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
  - 5.8 report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
  - 5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
  - 5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.

This Policy statement was adopted by a resolution of a Church Members' Meeting dated June 2016.

**THE HIRER SHOULD ALSO PLEASE NOTE THE FOLLOWING  
IMPORTANT INFORMATION:**

**USE OF YOUR OWN ELECTRICAL APPLIANCES** – Unfortunately we must restrict you from bringing your own electrical appliances on to our premises, unless they have been checked and certified for electrical safety. We can offer this service for a small charge.

**SAFETY** – Under the Health & Safety Act, you are obliged to ensure that all activities that you carry out on our premises for the duration of your booking are carried out safely for yourselves and also that they do not create a hazard for others on the site.

**FIRST AID** – A first aid kit and accident book complying with the Health and Safety Act are contained in the kitchen by the freezer. You should ensure that you provide your own mobile phone, one that is in reception, to make contact with the emergency services, should this become necessary.

**EMERGENCY EVACUATION IN CASE OF FIRE OR OTHER EMERGENCY**

If the fire alarm goes off or there is an emergency situation, everyone is to leave the building and gather at the assembly point on the front lawn. The group leader is responsible for calling emergency services and ensuring everyone in the group leaves the building safely. They are also responsible for checking the building to ensure everyone has left.

**MAXIMUM PEOPLE:**

**Under the guidance of the local fire authority, and under the obligations of the Health and Safety Act, we are obliged to restrict people numbers to a maximum figure per room, as follows:**

SMALL HALL	60
MAIN HALL	60
CHURCH WORSHIP CENTRE	300

**It is your responsibility to ensure that these numbers are not exceeded, and by signing the booking form you agree to these requirements.**

**PLEASE COMPLETE THE  
FOLLOWING BOOKING DETAILS**

Please note, we will only confirm acceptance of this booking by signing and returning to you a copy of this form, once all of these details have been fully completed and we are satisfied (in our sole discretion) that the booking falls within the church's current governance requirements.

**1. NAME/ORGANISATION NAME:**

**2. CONTACT DETAILS:**

ADDRESS:

TEL:

MOB:

EMAIL:

**3. NAME, ADDRESS AND TEL NUMBER OF PERSON SUPERVISING THE  
ACTIVITY (if different from the person responsible for the booking stated in  
Section 1 & 2)**

**4. FACILITY HIRE:**

SMALL HALL

please tick box

MAIN HALL

KITCHEN

CHURCH WORSHIP CENTRE

TECHNICAL SUPPORT

Please note, the church lawn is not available for hire.

**5. DATES AND TIMING OF BOOKING:**

**If your booking is for a series of dates in a year (i.e. a continual booking)  
please set them out clearly below.**

**6. NAME OF PROPOSED ACTIVITY/EVENT:**

**7. FULL DETAILS OF PROPOSED ACTIVITY/EVENT (to include details of stall holders/other agencies involved, where applicable):**

**8. IN THE CASE OF ACTIVITIES INVOLVING CHILDREN OR OTHER VULNERABLE PEOPLE, PLEASE CONFIRM YOU HAVE COMPLIED WITH THE GOVERNMENT'S GUIDELINES SET OUT IN THE DOCUMENT 'SAFE FROM HARM'.**

**YES**

**NO** Please circle your response

If "yes" please provide us with a copy of your Safeguarding Policy

**9. HAVE YOU, OR YOUR ORGANISATION, USED THE CHURCH PREMISES BEFORE?**

**YES**

**NO** Please circle your response

**10. IF YOU PLAN TO USE ANY FORM OF ADVERTISING WHICH NAMES THE CHURCH AS YOUR VENUE, INCLUDING ITS SOCIAL MEDIA, YOU WILL NEED PERMISSION TO DO SO (Refer to clause 14). Please list below**

I confirm that the terms and conditions on this form, as above, are agreed and shall be fully complied with.

Please return this form to the church office upon receipt, **we will return a copy to confirm your booking.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the terms and conditions as stated above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This booking form comprises 8 pages. If you do not have all 8 pages please contact the church office for a new booking form.