

AMESBURY BAPTIST CHURCH – BOOKING FORM

Group Name			
Group Leader's Name & Address		Signature	
Telephone		Email	
Email for invoicing			

One-off Booking

Name & Address			
Telephone No		Email address	
Day/Date		Time Booked	
Total No Hours		Please include set up & clearing away in timings	
Method of Payment	Cheque payable to Amesbury Baptist Church	Online Bank Transfer: Amesbury Baptist Church Account No 00072462 Sort Code 30-97-41	
Where applicable: Risk Assessment, Safeguarding Training record & Children/Vulnerable Persons policy to be emailed to bookings@amesburybaptist.org.uk in advance			

Regular Booking

Day of Week					
Please include set up & clearing away in timings		Start		Finish	Hours Used
Room Required	Downstairs Community Hall	Prayer Room	Kitchen	Sanctuary	Whole Building
	Upstairs Community Room	Upstairs Conference Room		Upstairs Sunday School Room	
Method of Payment	Cheque payable to Amesbury Baptist Church		Online Bank Transfer: Amesbury Baptist Church Account No 00072462 Sort Code 30-97-41		
Where applicable: Risk Assessment, Safeguarding Training record & Children/Vulnerable Persons policy to be emailed to bookings@amesburybaptist.org.uk in advance					

All Key Holders	Name and Signature			Telephone No	
				Telephone No	
Date Keys Received				Telephone No	
				Telephone No	

I undertake to accept the terms and conditions set out, see attached, of which I have been supplied a copy, and agree to arrange for adequate supervision during this period of hiring in accordance with such conditions.

I appreciate and agree that I am making this application on behalf of the organisation mentioned above and, also in a personal capacity, to the intent that I am guarantee and be personally liable for the due performance by such Organisation of the said conditions.

I also fully agree that full payment will be made immediately upon approval of the Church to this application and that the hiring shall not commence until such payment has been made or other payment terms agreed. I agree that payment for regular bookings for longer periods than one month shall be paid monthly in advance within seven days of receipt of an account.

Signature		Terms & Conditions received	Tick
Print Name			
Date			

Please return completed application to: bookings@amesburybaptist.org.uk

ROOM HIRE CONTRACT

Please read, complete and return to bookings@amesburybaptist.org.uk prior to hire date.

Item	Tick
QR code for NHS Covid App available at entrance or manual sign in.	
<p>We are collecting hirer's leaders' name and contact details to fulfil our responsibility to provide a safe environment for those using the building during the Covid19 recovery phase. Group leaders to keep a register of attendees. We will use this information to contact you in the event that we believe you (your group) may have come into contact with a suspected case of Covid19. It may be necessary to share your details with NHS Test & Trace if they are requested and the investigation of local outbreaks. The contact details will be stored in the church office, (which is locked when not in use), and will be kept for the duration of the hiring rather than the Government Guidance of 21 days.</p> <p>Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus</p>	
Covid aware and will keep up to date and comply with future Government Guidance	
<p>Safeguarding policy re children & vulnerable adults Email to: bookings@amesburybaptist.org.uk Useful link: https://www.baptist.org.uk/Articles/509643/Model_Safeguarding_Policy.aspx</p>	
<p>General site risk assessment (including Covid measures) for group's activities Email to: bookings@amesburybaptist.org.uk Useful link: https://www.hse.gov.uk/simple-health-safety/risk/index.htm</p>	
I will ensure all used surfaces will be wiped down after use, using cleaning equipment provided. For example: door handles, light switches, tables etc.	
Will keep a register of all attendees with their contact details (Government Track & Trace requirement)	
I have received Amesbury Baptist Church's requirements for hirers with Terms & Conditions – see pages 5-6	
I have received a copy of the Fire Safety Procedures – see page 4	

Name

Signature

Date

Group/Organisation

Covid-19: Requirements for Hirers of Amesbury Baptist Church

A general site risk assessment (plus Covid measures) for group's activities must be completed and a copy given to ABC. Useful link <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Evidence of an up-to-date Safeguarding policy (children & vulnerable adults), including anything relevant to Covid-19, must be given to ABC.

All personnel must be screened to ensure they are fit to attend. Anyone showing symptoms of Covid-19 (temperature, new/persistent cough, loss of taste /smell) or who has been in contact with someone with Covid-19 in the last 14 days, must be sent home without entering the building and advised to contact NHS 111 service.

All attending must be aware of and adhere to current Covid-19 guidelines and ensure they comply with all Covid-19 procedures at ABC. Adults are responsible, at all times, for ensuring that children follow all safety guidance.

Social distancing guidance should be followed at all times, indoors and out.

Ensure adequate ventilation in room(s).

Hand sanitiser must be used by all on entering and leaving the building, also at other times as deemed appropriate.

To assist with track and trace measures group leaders must sign the ABC register at each attendance and should keep a register of attendees at each session. (Please use your own pen or sanitise the one provided after use.)

If anyone should become unwell during their visit, they should be isolated until they can return home and advised to quarantine and contact NHS 111 for advice.

Should anyone be confirmed as Covid-19 positive the minister and/or secretary of ABC must be informed as soon as possible. (Barry Davis 07542070956, Roy Collins 07905838650 or bookings@amesburybaptist.org.uk)

Documentation to be emailed to bookings@amesburybaptist.org.uk

**Amesbury Baptist Church
Fire Safety**

**In the event of a fire, you should shout
Fire! Fire! Fire! And raise the alarm**

1. The Responsible Person will direct all persons out into the opposite side of the carpark (near Vets)
2. Check the toilets and all rooms have been vacated
3. The Responsible Person should ring 999
4. Designated people to usher everybody. If in the kitchen and safe to do so, turn off gas
5. If you are aware of people upstairs, make them aware
6. Fire exits with crash bars: two in Sanctuary/Worship area & one in Downstairs Community Hall
7. If you have a register, check all people are out
8. Keep fire exits clear
9. No naked flames on premises (eg candles)

**Leaders should highlight at events where the fire exits are
and remind people to go to the opposite side of the carpark (near Vets).
Evacuees to congregate away from parked cars**

**The Fire Services Log should be available for the fire service on arrival,
kept in church office**

TERMS AND CONDITIONS FOR THE HIRING OF ACCOMODATION AND FACILITIES

1. The hiring relates to the exclusive use of the agreed accommodation and access thereto and to the toilets, kitchen and parking area (for vehicular parking only and for no other purpose), all which accommodation and access facilities are hereinafter referred to as "the premises". Amesbury Baptist Church shall be hereinafter referred to as "the Church".
2. No smoking shall be permitted nor shall any intoxicating liquor or drugs or the consumption or use thereof be allowed on the premises.
3. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents thereof, their care, safety from damage however slight and the behaviour of all persons using the premises, including proper supervision of parking arrangements. Adequate adult supervision must be provided at all times.
4. Should the Hirer lose key(s) to the church, they will be required to make a contribution to lock and key replacement.
5. The Hirer shall not use the premises for any purpose other than that described in the Hiring Application and shall not sub-hire or use the premises or allow them to be used for any unlawful or immoral purpose or in any unlawful or immoral manner or bring to the premises anything which may endanger the same or prejudice the terms of any insurance policies in respect thereof.
6. The Hirer shall comply with all conditions and regulations made or imposed in respect of the premises by Government, Fire, Local or other Authorities.
7. The Hirer shall indemnify the Church for the cost of any repairs or loss to any part of the premises or their contents (which for the purposes of this condition shall include those parts of the church premises and their contents which are not subject to the hiring) which may occur during the period of, or as a result of, the hiring. The Hirer shall indemnify the Church, its officers and members against all actions, expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring and the use of the premises during the period thereof.
8. The Church may, at its discretion, require payment of a deposit at the time of payment the Hiring Fee and in that event the Church will, if the premises have been left in a clean and tidy condition and all contents have been accounted for, and within 28 days of the termination of the Hiring, repay such deposit less the cost of rectifying any damage or replacing any such loss.
9. The Church reserves the right to cancel the Hiring in the event of the premises being required for use as a polling station for any Parliamentary or Local Government Election or by-election in which case, the Hirer shall be entitled to a refund of any payment in regard to that Hiring.
10. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Church shall not be liable to the Hirer for any resulting loss or damage whatsoever.
11. The premises must not be used as a committee room for any Candidate at an Election nor for any other political purpose.
12. The premises must not be used for any activities use involving gambling of any kind.
13. The Hirer will not permit any livestock or domestic animal to be brought on to the premises other than Assistance/Guide Dogs.
14. The Hirer must vacate the premises by the time stated in the Hiring Agreement. All crockery and cutlery must be washed up and put away after use for which purpose the Hirer must provide all cleaning materials. All food and rubbish are to be removed from the premises by the Hirer containers to be provided by the Hirer. The premises are to properly swept up, tables and chairs are to be returned to their storage positions and the Hirer must ensure that all toilets are clean.
15. The Hirer must report any damage to the premises or their contents immediately and will be responsible for payment for the cost of repairs or replacement. No notices or other items are to be pinned up or otherwise affixed to the premises.
16. The Church does not accept any responsibility or liability for any injury to persons using the premises or for damage to their belongings.
17. Equipment belonging to the Church or regular users of the premises is not available for use by others.
18. Storage space is very limited and regular Hirers of the premises may only store equipment by written consent.
19. The Hiring shall include such crockery, cutlery and equipment as is necessary for the preparation of hot beverages, cold drinks and light refreshments such as sandwiches, cake and biscuits, and shall not be extended to include the use of any cooking, dishwashing, refrigeration and freezing or other equipment or facilities.
20. The premises shall not be used by any person or organisation which in the opinion of the Church holds beliefs or carries out practices contrary to the Christian Doctrine and Teachings nor for any purpose which in such opinion, militates or might militate against the general ethos of Christianity.
21. In the event of a breach of these Terms and Conditions by the Hirer, the Church may terminate the Hiring forthwith verbally or in writing and the Hirer shall immediately vacate the premises in accordance with Condition

13, without the refund of any payments made in regard to the Hiring (other than the return of any deposit or proper proportion thereof calculated in accordance with Condition 7).

- 22. The Hirer must comply with all current Government guidance re social distancing and Covid19 hygiene requirements or any future equivalent guidance which may be issued.**
- 23. The Hirer should provide evidence of their Safeguarding Policy and up to date Safeguarding training. [Safeguarding for children & vulnerable adults]**
- 24. The Hirer should provide a general risk assessment including Covid19 risk assessment relating to their activities.**

Details to be emailed to bookings@amesburybaptist.org.uk

Useful Links

https://www.baptist.org.uk/Articles/509643/Model_Safeguarding_Policy.aspx

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>