

# SALISBURY ROAD BAPTIST CHURCH



## INFORMATION ON HIRING ROOMS plus APPLICATION FORM

**April 2016**



# **SALISBURY ROAD BAPTIST CHURCH**

This booklet is designed to help you see if our church premises can help you in any way to organise a party, etc. the following pages we believe can help. Because we are a Christian church you may find that some of our rules precluded you from using our premises. In that case we are sorry and hope you will find what you are looking for elsewhere

# SALISBURY ROAD BAPTIST CHURCH

An agreement between the church and persons wishing to hire rooms

The church agrees to hire part of the church premises to groups or individuals provided the following conditions are met:

- 1 There is no smoking allowed anywhere on the premises
- 2 No alcohol is to be consumed on the premises
- 3 No games of chance or any form of gambling are allowed
- 4 Noise to be kept to an acceptable level for the neighbourhood
- 5 Any hirer must be off the premises by 10.00pm
- 6 No activity that is contrary to the church's Christian beliefs, eg: Halloween parties are not allowed
- 7 The use of inflatable castles is allowed only when the hirers have agreed conditions of use as laid down in the separate instruction form and the form signed (Appendix B)
- 8 The hirer also agrees to cover the cost of any damage made to the church property
- 9 The hirer agrees that the church is not responsible for any damage to the hirer's property, any property belonging to their guests or for any accident or injury to the hirer or their guests
- 10 Charges for the hire are set out on a separate document that is updated every year (Appendix A)

This agreement must be signed by the hirer and the church's representative before the hire takes place and the fee for the hire is paid!

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## **COST OF HIRE**

Large Hall .....	£20.00 per hour
Other rooms .....	£15.00 per hour

The length of the hire is calculated to include setting up and cleaning up after the event

## **USE OF BOUNCY CASTLES WITHIN SALSIBURY ROAD BAPTIST CHURCH**

The hirer of any part of the premises of the church is to comply with and sign the bottom of this form before an inflatable (bouncy) castle is used within the building

The hirer is to obtain from the castle operator/owner guidance issued by the PIPA Inflatable Play Inspector Scheme and that they provide evidence of a current public liability insurance scheme with a limit of liability of at least £5 million. This insurance is to cover the liability of the hire company. It is unlikely to extend to cover the hire of the equipment

**SELF OPERATION**—If the hirer of the church premises is to operate the bouncy castle, in addition to the above from the hire company, the hirer is to ensure that they are provided with written instructions about the safe setting up, operation and supervision of the equipment

Hirers are to comply with the following:

- 1 The castle must be adequately secured to the ground or floor
- 2 Soft matting covering hard surfaces must be placed adjacent to the front and/or open sides
- 3 There must be responsible adult supervision, paying close attention to the children at all times during its use
- 4 The number of children using the equipment must be restricted to the number recommended in the hire company's safety instructions. No overcrowding
- 5 A rota system for different age groups should be operated together with the observance of an age limit of users. Suggest 10 year or over should be excluded
- 6 All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents
- 7 Eating whilst bouncing or performing acrobatics must not be allowed
- 8 Only bouncy castles from an approved hirer are permitted

**The Hirer:** I agree to the above and to the fact that no liability can be placed on the church for any accidents or injury

Signed ..... Print name ..... Date .....

On behalf of the church ..... Print name .....

Date .....

# SALISBURY ROAD BAPTIST CHURCH

## LETTING APPLICATION FORM

Name .....

Description of proposed activity .....

.....

Date and times required .....

.....

Rooms required .....

Address and telephone number of hirer .....

.....

Have you used the church premises before Yes/No

I confirm the above details and that I have read the information booklet and agree to abide by the rules as set out in the booklet

Signed ..... Name .....

Date .....

Confirmation of booking by the church and appropriate fee paid

Signed ..... Name .....

Date .....

