



Long Eaton Baptist Church

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Minister:

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In case of emergency, please contact:

Mike Arnold (Minister) 0791 4329354 or

Steve Maltby (Booking Trustee) 0115 9721563 / 07837 724592

Conditions of Hire of Premises

1. In these conditions “**the Trustees**” shall refer to the appointed authority of Long Eaton Baptist Church and “**the Hirer**” to the person or persons seeking to hire any of the church premises.
2. The hiring out of any of the church premises is solely at the discretion of the Trustees. It is therefore important that any potential hirer discusses with the Trustees the purpose for which they wish to hire the premises before entering into any agreement.
3. The Trustees retain control, possession and management of the premises and the Hirer has no right to exclude the Trustees from the premises.
4. The Hirer shall use the premises only for those purposes discussed prior to agreement.
5. The Hirer shall pay the charges set by the Trustees.
(The Trustees reserve the right to review the hire charge to cover any increases in running costs which may occur. Reviews will normally take place no later than March, with any increase implemented in the following September.)
6. Should the Hirer wish to terminate this agreement, one month’s notice must be given to the Trustees. The Trustees will usually give three months’ notice to the same end but reserve the right to lessen this period under unusual circumstances.
7. Where short term or one-off lettings arise, both the Trustees and Hirer may cancel the letting up to 48 hours prior to the hire without incurring any penalty. “Last-minute” cancellations will be invoiced at the agreed rate.
8. Should the Hirer wish to charge an “entrance fee” during the period of hire, the Trustees must be informed beforehand.
9. The Hirer **MAY NOT** sub-let the premises to a third party at any time.

10. No key should be duplicated without the express permission of the Trustees. Where keys are duplicated, details of the Key Holder must be passed to the Trustees.
11. The Hirer must apply to the Trustees for permission to hold a fund-raising event. In such circumstances **only** those events that seek to raise funds for charity will be considered.
12. The Hirer shall be responsible for ensuring that any public functions on the premises are properly controlled by a responsible person who will maintain order throughout the letting.
13. The Hirer shall ensure that throughout the period of letting any activity shall be conducted with due regard for our neighbours and members of the public. We remind the Hirer that this is first and foremost a church.
14. The Hirer shall ensure that recognised Safeguarding and Health and Safety policies and practices will be observed. Children **must** be supervised throughout the premises.
15. The consumption of alcohol on church premises will be at the discretion of the Trustees. Any prospective hirer is advised to seek permission before entering into this agreement.
16. The Hirer will adhere to the strict **NO SMOKING** policy operated across site.
17. The Hirer shall be liable for any damage to the premises or injury to a third party which is in any way attributable to the exercise of the hiring, unless any such damage or injury can be shown to be as a result of negligence on behalf of the Trustees. To this end, the Trustees recommend the Hirer obtain appropriate Public Liability and Third-Party Insurance to cover the period of letting.
18. To comply with insurance requirements, **ALL** portable electrical items in regular use must be submitted for annual testing. The Trustees reserve the right to remove any item that has not undergone testing.
19. **The Hirer must leave the premises in a clean and tidy condition. The Hirer will be responsible for switching off ALL lights and securing ALL doors upon vacating the premises.**
20. The signatory to the hiring agreement will be responsible for the observance of these conditions.