



Calne Baptist Church

Letting Terms & Conditions

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1. The User will pay the rate for the use of the accommodation as specified in the confirmation letter.
2. The Church is a Christian organisation, and we expect that any other organisation using its premises will respect such Christian standards as we ourselves would. The onus is on the hirer to discuss with us if anything questionable should arise in their programmes.
3. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment, which is occasioned in whatever way by the use of the accommodation.
4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
5. After use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights (including all three toilets) are turned off, no taps left running, all windows properly secured and all doors securely locked. All electrical equipment used to be turned off.
The Keyholder is responsible to check that there is no-one left anywhere in the building they have access to. If the Keyholder has any reason to suspect an unauthorised entry they should call one of the emergency numbers listed in the Foyer.
6. The User must ensure that during the use of the accommodation no person smokes and that no alcohol or any illegal drugs are supplied or consumed. This **strict No Smoking policy includes any form of vaping.**
7. The User will ensure that no raffles or any form of gambling takes place during the use of the accommodation.
8. The User must not leave in the accommodation 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.
9. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible. We will need to have **a current valid copy of the User's Public Liability Insurance Policy before the start of the hiring.**
10. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
11. Where premises are to be used by children, the User must have a current Child Protection Policy based on the Government's "Safe from Harm" (HM Government 1994) and "Working Together to Safeguard Children" (HM Government 2010) guidelines. **We require a copy of this Policy.**
12. The User shall make themselves familiar with the FIRE Exits, ensuring others present are informed of the posted Procedures **"In Case Of Fire"**.
13. The Church reserves the right to stipulate any other special conditions at the time of booking which the User must comply with. These, if applicable, will be stated in the letting confirmation letter.
14. The Church reserves the right to refuse use of the hall.