



Room Booking at Caversham Baptist Church

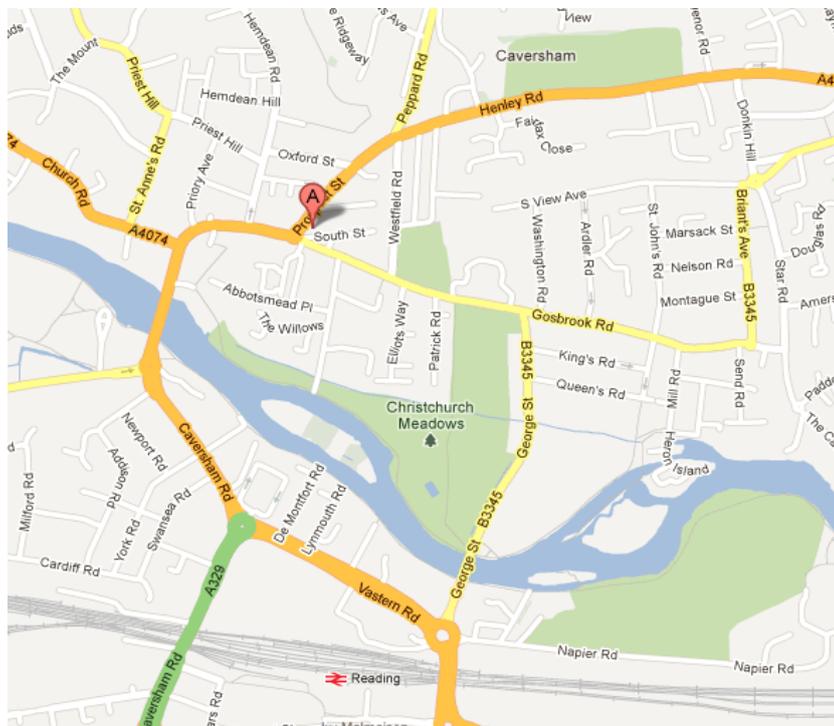
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How to get to CBC

Address:

**Prospect Street
Caversham
Berkshire
RG4 8HY
Tel: 0118 9545353**



Rooms for hire

Worship Area	A theatre style room that seats 200, chairs can be arranged as you want them	£60.00 per session
Lounge area	Ideal for small seminars or presentations seats up to 60 in theatre style or coffee shop style, 50 chairs available and 10 folding tables. Flat screen television for presentations. Serving hatch to the kitchen.	£40.00
Main Hall	A large hall suitable for dance, presentations, keep fit or tuition classes, 20 chairs available and 5 folding tables	£40.00
Kitchen	Available upon request and after completing our short H&S kitchen induction	£20.00
PA/Projector + operator	Available in the main worship area.	£40.00

Notes

- A session is based upon Morning (0900 – 1300), Afternoon (1400 – 1700) and evening (1800 – 2200) Hourly rates are available upon request.
- There is a 10% discount when 10 or more sessions are booked in advance.
- Rooms are not available for hire on Sundays or Fridays. Other days may be booked for Church events.
- The downstairs of the building is fully wheelchair accessible. There is a disabled toilet. The upper hall is not accessible via a wheelchair.

Hirings policy

Caversham Baptist Church is a part of the Baptist Union of Great Britain, but also a Free Church. The Church is our place of worship.

Why do we hire rooms at our Church?

We hire rooms to other organisations for a number of reasons. Firstly, we recognise the need for places where people can meet to share ideas, learn and give support. The Church offers a peaceful, meeting place in the centre of Caversham for many groups. Some might otherwise find it difficult to meet in reasonable surroundings.

Secondly, through hiring rooms we offer everyone who comes to use our building the opportunity to find out about the church it's beliefs and work.

And finally, hiring rooms raises income, which helps to pay the running costs of the Church. However, we keep our rates low and do not make a profit from hirings.

Who can hire rooms?

We are willing to hire rooms to a wide range of organisations, including public sector groups, charities, individuals and some for-profit activities.

However, we reserve the right to refuse a booking if the hirer's activities and aims are in conflict with our Christian values. When a group or individual makes a hiring enquiry, they are therefore required to give information regarding their activities.

Applicants will also be assessed on whether the premises will be used in a responsible manner.

Permission may be refused in cases where:

- Violence may reasonably be anticipated at the meeting or event;
- Misbehaviour has occurred at a previous meeting or event organised by the group or individual in question;
- A hirer persistently breaches the conditions of hire.

Discounts

We keep our rates low and therefore charge the same rate of hire to all users of the building. A 10% discount is given to those who book more than 10 sessions at once

However, we may occasionally agree a discount for activities in line with Christian values, if an organisation is having real difficulty in meeting the costs.

If you think that your work justifies a discount, you may make a written application addressed to the leadership of Caversham Baptist Church. This application should explain why you need a reduced cost, how your activities will complement the work of Caversham Baptist Church, and how your ethos relates to Christian values.

Terms and conditions of hiring

Booking, cancellation and payment

Booking

- A booking form must be filled in for each hiring. For regular bookings, one form is adequate for the whole year.
- Please book rooms for the full time that you need, including the time to set up before your event, and pack up when it has finished
- The person signing the booking form is liable for the cost of the hiring. If the person is signing on behalf of an organisation, then the individual and organisation are jointly Liable.
- When a signed booking form has been received, your booking will be confirmed in writing. Please do not assume that you will have use of the facilities until you have received this confirmation letter.

Cancellation

- If you cancel a session, or number of sessions, and give at least 1 months notice, no charge will be made.
- If you give less than 7 days, but more than 48 hours notice, a charge of 50% of the hire charge will be made.
- If you give less than 48 hours notice, or fail to give notice, you will be charged the full cost of the hiring.
- If the church needs to cancel your booking we will aim to give you 1 months notice. Some things may need less time but will always aim to give you 7 days notice with no charge.

Payment

- Invoices are normally sent out monthly in arrears. Regular hirers are encouraged to pay in advance for periods of up to one year.
- Payment is due within 21 days of the invoice date and can be made by cheque or BACS. Details of how to pay are given on the invoice.

Conditions for using Caversham Baptist Church

General conditions

- The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
- The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
- The hirer 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. Any damage and breakages must be reported to the administrator immediately and will be charged for at the full replacement cost.
- The hirer is required to ensure that they have adequate insurance in force for all legal liabilities which could arise, including death or personal injury to third parties (including employees or volunteers), or damage to the property or the property of others arising out of their occupation and activities whilst at the premises.
- Alcohol is prohibited in all areas of the premises, including the car park, and smoking is prohibited indoors.
- 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.
- No animals, apart from guide dogs, are allowed on the premises.
- Any advertising for your event must not imply that it is organised or supported by Caversham Baptist Church unless this has been specifically agreed by the leadership team.
- The contact details of the event organiser must appear on any publicity for your event.
- Any posters and flyers for display in the church must be supplied to the administrator 7 days in advance. Please ask the administrator's permission if you would like to attach a banner or poster to the outside of the building on the day of your event.
- If you want to prepare food during your session, you must pay for the hire of the kitchen and complete the kitchen users form and adhere to the health and safety guidance for using the kitchen.
- A maximum of two car parking spaces can be provided by prior arrangement with the church.
- The hirer must ensure that noise from their group does not unduly inconvenience users in other rooms, adjacent premises or any member of the public. Particular care should be taken when audio or amplification equipment is used,
- Caversham Baptist Church shall not be responsible for any property of the hirer whilst on the premises.
- Caversham Baptist Church shall not be responsible for any loss, damage or injury which may be incurred by, or be done by, or happen to, any person or persons in the premises during this hiring, arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
- If you discover a problem with any of our facilities or equipment, please report it immediately to the administrator.
- Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.

- A responsible adult (over 21) must be in attendance at all times during the hire with minors.

Safety Issues

- Fire exit doors must not be blocked at any time.
- Hirers are responsible for informing their groups of the location of fire exits and for recording the numbers of people present so as to ensure that all have left the building in the event of fire.
- Hirers should carry out their own risk assessments of the premises with regard to their proposed usage.
- The hirer is responsible for keeping good order during their session. They must provide adequate stewarding and supervision, and safeguard children or vulnerable adults within their group.
- Hirers and all members of their group must respect other users of the building and support the safeguarding of other children and vulnerable adults who are members of other groups.

Leaving the Church

- When you leave, the premises, furniture and fittings must be left in good order and condition. Furniture should be returned to its original position and any food or drink spills cleared with the floor swept/vacuumed if necessary. If you produce more than one binbag of rubbish, please take it with you.
- As you leave, check that all windows are closed, lights and heating are turned off (please check the toilets) and doors are securely closed. After 9pm, if you are the last person to leave the car park, please shut the gate.
- Please note that failure to leave the premises at the agreed time will result in additional charges being levied. Failure to leave the premises in acceptable order may also result in additional charges, e.g. for cleaning or damage to furnishing.
- Please return the keys to the church administrator the next working day after your hire.

How to book rooms

Check on availability

Initially please contact our administrator, Helen Strong, to say which rooms you are interested in hiring and when (contact details below)

Booking form

If the administrator informs you that the rooms you require are available, fill out and sign a booking form. This includes:

- Contact details and information about your organisation.
- Request for rooms and other facilities.
- Payment details.
- Signed agreement to our Terms and Conditions of hiring.
- We will pencil your booking in until it is confirmed

Booking confirmation

When the signed booking form has been received, your booking will be confirmed in writing. Please do not assume that you will have use of the facilities until you have received the confirmation letter (usually by email). We will also arrange for collection of keys and a security guide.

Contact details for our administrator

Postal address: Helen Strong
Caversham Baptist Church
1 South Street
Caversham
Reading RG4 8HY
Email: office@cavershambaptistchurch.org.uk
Telephone: 0118 954 5353

Booking form

Information about hirer

Organisation Name:	
Description of Organisation's activities:	
Your name:	
Contact telephone Number:	
Email address:	
Home address:	
Session title and activity planned:	
Name of person supervising activity (if different)	
Contact telephone number:	
Email address:	
Home address:	
Is your organisation a charity:	
Has your organisation used the church before:	

Booking Request

Date(s)	
Session required	
Room	
Any additional requirements	

Payment details

Preferred method of payment; Cheque or BACS?	
Frequency of invoice; Monthly in arrears (standard) or in advance? (Please state by how many months)	
Mail and/or email addresses for invoicing. (Give only email address for paper free invoice)	
Your reference number/code (if you want us to use this in	

your invoice.)	
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Agreement

I have read the Policy and Terms and Conditions for hiring facilities at Caversham Baptist Church. By signing this booking form I agree to all these Terms and Conditions of hire. If this form is sent via email as an attachment, it will be considered to have been signed by the person named here.

Signature	
Print Name	
Date Sent	

Please post this form to:
Helen Strong
Caversham Baptist Church
1 South Street
Caversham
Reading
RG4 8HY
Or email to: office@cavershambaptistchurch.org.uk