

Hiring space at Caversham Baptist Church

Caversham Baptist Church (CBC) is a part of the Baptist Union of Great Britain. The church building is our place of worship.

We have a range of spaces available for hire, on a regular or one-off basis.

Why do we hire spaces at our Church?

We hire spaces to other organisations for a number of reasons. Firstly, we recognise the need for good quality meeting places in the community, where a wide range of activities can take place.

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

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 large profit from hiring.

Who can hire space?

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

We reserve the right to refuse a booking if the hirer's activities and aims are in conflict with CBC's 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 our premises will be used in a responsible manner. Any decision to hire space is made at the sole discretion of the CBC trustees.

Rooms available for hire

Room or rooms	Days/times available	Facilities	Cost
Ground floor (including main hall)	Daytime between 9am and 10pm (exclusions: Sundays all day, Mondays until 1pm in school term time and Wednesdays until 2pm)	Level access via a ramp to main entrance (front) and carpark (rear), then level access to all spaces & facilities on the ground floor. Worship area – seating for 110, data projector (bring your own device to connect), including accessible WC, access to kitchen and Wi-Fi. Lounge - seating, access to WCs, access to kitchen, large wall mounted TV (internet connected, bring and connect your own device) and Wi-Fi.	£60 for first hour, £30 for each additional hour
Ground floor excluding main hall	Daytime between 9am and 10pm (exclusions:	Level access via a ramp to main entrance (front) and carpark (rear), then level access to	£35 for first hour, £20 for

	Sundays all day, Mondays until 1pm in school term time, Tuesday evenings and Wednesdays until 2pm)	Lounge – seating for 30, access to WCs, access to kitchen, large wall mounted TV (internet connected, bring and connect your own device) and Wi-Fi.	each additional hour
Upper hall (1st floor) NO WHEELCHAIR ACCESS	Daytime between 9am and 10pm (exclusions: Sunday all day, Mondays until 1pm in school term time and Wednesdays until 2pm)	Restricted access to upper hall (via stairs) Seating for 50, access to WC, access to kitchenette, large wall mounted TV (internet connected, bring and connect your own device) and Wi-Fi.	£40 for first hour, £25 for each additional hour
Car park	When booking a room (subject to availability)	15 car parking spaces Secure barrier at entrance	Included when booking a room

10 per cent discount is given when booking 10 or more sessions at once.

Two additional packages are offered for one-off or occasional bookings

The party package

Available on a Saturday or Sunday afternoon 1pm to 5pm or Saturday evening 6pm to 10pm at a cost of £125 (including £25 refundable deposit in case of damage or loss of keys)

Suitable for children's birthday parties and other celebrations. Max 40 attendees

Includes 4 hours hire of Upper hall and car park, plus access to a unisex toilet and a kitchenette (with refrigerator), which can be used to prepare and serve precooked food (no cooking facilities) and hot and cold drinks.

Facilities also include the use of a wall mounted flat screen TV with internet and connections for laptop or memory stick. There are folding tables and chairs and a sink for non-food washing/clearing up. The floor is hard wood, and a vacuum cleaner and cleaning products are provided for you to clean the area before you leave it.

Please note – there is no wheelchair access to this first floor room. Access is via stairs.

Car park for 15 cars. Cars will be parked at drivers' own risk.

The Conference package

Available on a Friday and/or Saturday 9am-6pm £150 per day. There will be an additional £50 repayable deposit, in case of damage to the building or loss of keys.

Suitable for community meetings, training sessions, church away days or conferences. Max 100 attendees.

Includes access to the whole south end of the building (upper hall, main hall, lounge, kitchen, upstairs unisex toilet, 3 downstairs toilets including one accessible with baby change), AV facilities in lounge and upper hall consisting of large wall mounted flat screen TVs and connections for laptop or memory stick. The ground floor main hall has full AV facilities and wall projector. Price for AV use, including operator, is available on request. If you have your own operator they will need to attend a short familiarisation session with our AV team leader. This will incur an additional charge of £20 per booking.

The kitchen can be used to make hot and cold drinks and to serve pre-prepared food. If you wish to cook food on the premises you will need to have someone with a food safety certificate and they must attend a short training session on the kitchen equipment. This will incur an additional charge of £20 per booking.

The car park is available on request; it has 15 car spaces. The recycling and general waste bins are also situated in the car park.

Conditions for using/hiring Caversham Baptist Church

General Conditions

- Hirers are not permitted to bring alcohol onto the premises, including the car park, and smoking is prohibited indoors.
- No animals, apart from assistance dogs, are allowed on the premises, unless by prior agreement.
- Any advertising for your event must not imply that it is organized or supported by Caversham Baptist Church, unless this has been specifically agreed by the Trustees.
- The contact details of the event organiser must appear on any publicity for your event.
- Any posters or flyers for display in the church must be supplied to the Church Administrator 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 and cook food during your session you must attend a short training session and hold a current food hygiene certificate.
- 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 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 power supply, 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.

- The hirer shall be liable for all loss or damage to the premises, furniture or fittings occurring during the period of hire. Any damage and breakages must be reported to the Administrator immediately and will be charged at the full replacement cost.
- If you discover a problem with any of our facilities or equipment, it should be reported at the earliest opportunity to the Administrator.
- Public Liability Insurance: CBC's insurance policy provides a basic level of cover for one-off "private social events" (e.g. someone hiring for a party), All other users must have their own public liability insurance and a copy must be provided to the Administrator.
- The church reserves the right to cancel bookings due to unexpected events e.g. funerals. In these circumstances a full refund will be provided.

Safety and Safeguarding

- Fire exit doors must not be blocked at any time.
- Hirers are responsible for informing their groups of the location of all 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.
- Organisations working on the premises with children or vulnerable adults should provide a copy of their safeguarding policy.

Leaving the premises

- When leaving 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.
- Any rubbish must be placed in the waste bins in the car park or taken away.
- Upon departure all windows must be closed, lights turned off and doors securely closed and locked. The event organiser must shut and lock the car park gate on leaving.
- 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 will result in loss of your deposit and may lead to additional charges e.g. for cleaning or repair of damage.