



# **BIRCHINGTON BAPTIST CHURCH**

FACILITY DOCUMENTATION



## LETTING OF FACILITIES

We have two properties, the church on Crescent Road and the larger hall on Station Road. Our Facilities are already let out to several groups and organisations and are always in high demand.

We have recently reviewed and revised our application process, T&C, and pricing structure as of the 1<sup>st</sup> of February 2024. We review the letting agreements every year and give you notice of any changes in good time.

Please feel free to contact our Bookings Secretary (Claire Walker) to make initial enquiries. If you wish to apply for a booking, please agree to our T&C, complete and return the attached form by post or email [claire.52.walker@gmail.com](mailto:claire.52.walker@gmail.com)

The Bookings Secretary  
Birchington Baptist Church,  
31 Station Road,  
Birchington,  
C7 9DJ

The costs are assigned by session, not hourly (morning, afternoon, or evening).

<b>Station Road</b>	<b>£70 per session</b> <b>Optional Extra - Downstairs kitchen £30 per session</b>
<b>Crescent Road</b>	<b>School Room £55 per session</b> <b>Church Room £55 per session</b> <b>(Audio &amp; visual equipment £30 supplement)</b>
<b>Spurgeon's room</b>	<b>£30 per session</b> ( <i>Right of Crescent Road church building car park</i> )

Should a regular booking be agreed upon, we would ask, for purposes of insurance and safety, that no copies of keys be *made without permission*. We may also request to see your *public liability insurance* and any *relevant safeguarding policy*.

Any personal data you supply will be seen by the Bookings Secretary and, if necessary, the church's Charity Trustees. This is for the purpose of making decisions about a booking. and so that we can keep in touch for the period of the said booking. It will not normally be stored digitally except for purposes of paying the fees, etc. We will not share your data with anyone outside of the church, and it will only be kept for as long as necessary in connection with the booking. You may contact the Charity Trustees via the Bookings Secretary.

**All applications will be reviewed, and a response will be given as soon as possible with an answer.**

# ROOM/FACILITY BOOKING APPLICATION FORM

Name of organisation: .....

Room(s) Required per session:

Station Road  
£70  
Extra £30 kitchen extra

Crescent Road  
School Room £55  
Church Hall £55  
Audio & Visual £30

Spurgeon's room  
£30 per session

Dates & times required: .....

Description of proposed activity: .....

Contact details of person responsible for the booking: .....

Contact details of person supervising the activity or keyholding (if different from above): .....

If activities involve children, do you have a safeguarding policy? YES NO

Is your organisation a charity? YES NO

Has your organisation used the church premises before? YES NO

Do you have public liability insurance? YES NO

I confirm that the hiring conditions are accepted and that I am happy to supply a £50 deposit upon confirmation of the booking. This may be waived at our discretion. We can supply our church details if you wish to pay via BACS.

Signed: ..... Date: .....

Return to: **Bookings Secretary, 31 Station Road, Birchington, Kent, CT7 9DJ**  
or email a signed copy to [claire.52.walker@gmail.com](mailto:claire.52.walker@gmail.com)

Payment: Sort code 30 – 98 - 97  
Account# 80987862

**Confirmation of booking** *(to be completed by the Bookings Secretary)* I confirm on behalf of the church that the booking is accepted, subject to the hiring conditions overleaf and the payment of the agreed fee of £.....

Signed: ..... Date: .....

# CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage or loss for which the user is responsible in which case the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the accommodation, and the user has no right to exclude the church from the premises.
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. The church may be entitled at any time to give reasonable notice to the user to require the user to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building.
6. At the end of the session, the facility must be left clean and tidy (inc. removing all waste/rubbish). All furniture, equipment, lights, and heating are turned off and left in the same position as at the commencement of the hiring. All doors and windows are properly secured. Please acquaint yourself with the location of the Accident Book- in the kitchen at Crescent Road, by the coffee bar in Station Road and by the sink in Spurgeon's Room) and ensure that any accident happening whilst using the building is recorded in it. Failure to do this would result in a deduction from your initial deposit for the cost of labour and surplus energy usage.
7. The user must ensure that during the use of the accommodation, no person is to smoke, supply, distribute or consume alcohol or drugs.
8. The user must not leave any equipment, furniture, or articles of any kind in the accommodation 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 may request to see proof of your public liability insurance.
10. The User is responsible for notifying the church of any defect in the accommodation or any of the church's furniture or other equipment.
11. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
12. 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'.
13. Should a regular booking be agreed upon, we ask that no copies of keys be made without permission for insurance and safety.

Any personal data you supply will be seen by the Bookings Secretary, and, if necessary, the church's Charity Trustees. This is for the purposes of deciding upon a booking, and so that we can keep in touch for the period of any booking. It will not normally be stored digitally except for purposes of paying fees etc. We will not share your data with anyone outside of the church, and it will only be kept for as long as necessary in connection with the booking. You may contact the Charity trustees via the Booking Secretary or by phone on;

[claire.52.walker@gmail.com](mailto:claire.52.walker@gmail.com)

07942 150658

Operating as a Charitable Incorporated Organisation Charity #1198807

**Please be aware,** that Birchington Baptist Church, in both the Station Road and Crescent Road buildings, has a Health and Safety Policy and appropriate checklists. There is also a First Aid Kit, along with an Accident Report book, in each building.

Station Road building - All the Policy folders and the checklists are in the cupboard opposite the toilet in the entrance area. The First Aid kit and Accident Report book are in the tea bar area.  
The downstairs kitchen also has a first aid kit with an Accident Book.

Crescent Road building - the Policy Folder and checklists are in the cupboard facing you as you go into the kitchen. There are First Aid Kits with Accident Report books in that kitchen. There is one in the Sound Desk area in the church and another in The Loft.

Spurgeon's room - The Policy folder is the one in the Crescent Road building as above, but there is a First Aid Kit by the sink in the Spurgeon's Room.

*It is the users' responsibility to be familiar with the policy folders' location and content.*

Should you encounter a maintenance issue please report to one of the following;

**Moir** 07835952041

**Len** 07778517618.