



# **BIRCHINGTON BAPTIST CHURCH**

**FACILITY DOCUMENTATION**



## KEY TERMS AT A GLANCE

- Booking fees must be paid in full 14 days before the event.
- Refundable deposit of £75 (£50 for small one-off bookings, at church's discretion).
- Cancellations more than 14 days in advance: full refund. Less than 14 days: deposit forfeited.
- Hirers must provide proof of £2 million Public Liability Insurance.
- Any activity with children/vulnerable adults requires a safeguarding policy and trained staff.
- No smoking, alcohol, drugs, gambling, or activities against the church's ethos.
- Hirers are responsible for all damages and cleaning; rubbish must be removed.
- No equipment may be left without written permission; extra storage fees may apply.
- Keys must not be copied; hirer responsible for security and locking up.
- Church may terminate booking if conditions are breached (no refund).
- Accidents must be recorded in Accident Book; hirers should do their own risk assessment.
- Complaints should be submitted in writing to the Trustees via the Bookings Secretary.

## 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; **9:00-12:00, 12:00-15:00, 15:00-18:00, 18:00-21:00**

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 (tick the room/rooms you are applying for and the number of sessions.

Sessions are set to the following times; 9:00-12:00, 12:00-15:00, 15:00-18:00, 18:00-21:00

Station Road		Crescent Road		Spurgeon's Room	
Main Hall  £80  Per 3hr session		School Room £65		£30  Per 3hr session	
		Church Hall £65			
		Audio Visual £40			
# of sessions		# of sessions		# of sessions	

Dates ..... Session Time/s: .....

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

Total .....

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

## CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. **Payment & Deposit** - The agreed fee must be paid in full no later than 14 days prior to the booking. A refundable deposit of £75 (£50 for small one-off bookings, at the church's discretion) is also required. The deposit will be refunded within seven days of the hire unless damage, loss, or extra cleaning costs occur.
2. **Cancellation & Refunds** - Cancellations must be made in writing. Cancellations made more than 14 days before the event will receive a full refund. Cancellations made within 14 days will forfeit the deposit. The church reserves the right to cancel bookings in exceptional circumstances, in which case all fees and deposits will be refunded.
3. **Use of Premises** - The accommodation may only be used by the named organisation for the stated purpose and period on the application form. The church always retains control and management of the premises.
4. **Insurance** All hirers must provide proof of valid Public Liability Insurance with cover of at least £2 million. Bookings cannot be confirmed without this. The hirer agrees to indemnify the church against claims arising from their use.
5. **Safeguarding** - Any activity involving children, young people, or vulnerable adults must comply with UK safeguarding law. Hirers must supply a copy of their safeguarding policy and ensure appropriately trained staff are present.
6. **Health & Safety** - Hirers are responsible for familiarising themselves with fire exits, first aid kits, accident books, and Health & Safety policies. A risk assessment must be carried out by the hirer for their activity. All accidents must be recorded in the Accident Book.
7. **Prohibited Use** - Smoking, alcohol, drugs, gambling, or unlawful/inappropriate activities are not permitted. Activities contrary to the Christian ethos of the church are prohibited.
8. **Damage & Cleaning** - Hirers are responsible for all damage (beyond fair wear and tear) caused during use. The premises must be left clean and tidy, with rubbish removed. Failure to do so may result in deductions from the deposit.
9. **Storage & Equipment** - No equipment or property may be left on the premises without written agreement. The church reserves the right to charge for storage or remove items left without permission.
10. **Security & Keys** - Keys must not be copied. Hirers are responsible for the security of the building during use and ensuring all lights, heating, doors, and windows are secured after use. Lost keys must be reported immediately and the hirer may be charged for replacement locks.
11. **Termination of Agreement** - The church may terminate the hire immediately if conditions are breached. In such cases, no refund will be given and the deposit may be retained.
12. **Force Majeure** - The church accepts no liability for cancellations due to circumstances beyond its control, including fire, flood, or government restrictions.
13. **Complaints & Disputes** - Any complaints must be submitted in writing to the Charity Trustees via the Bookings Secretary. The Trustees' decision will be final.

**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 Claire W.