

**TERMS AND CONDITIONS
FOR THE BOOKING AND USE OF TRURO BAPTIST CHURCH
as at 17th July 2019**

1. All bookings are subject to availability and can be made no more than six months in advance. Truro Baptist Church also reserves the right to move or cancel regular bookings with due notice according to the requirements of the Church.
2. Bookings can be made by e-mail using mail@trurobaptist.co.uk or by contacting the Church office: 01872 241984 Monday to Thursday mornings (or by leaving a telephone message at other times).
3. Hire charges are listed in Appendix A. Fees are usually agreed at the time of booking. Charges will be reviewed regularly. Please note that you will need to provide your own refreshments.
4. A session is any period during a morning, afternoon or evening; Truro Baptist Church reserves the right to charge for two sessions if the time used overlaps another session.
5. Invoices are usually sent by email up to a month after use of the building. Prompt payment by cheque, made payable to Truro Baptist Church and sent to Bookings at the Church office is appreciated.
6. Please do not move any of the equipment etc without prior permission; and leave the room(s) in the condition in which you found them. Please inform the office if there are any breakages or replacement light bulbs required.
7. Sound desk equipment is only available by hiring the services of the church technician and subject to his availability, at a cost of £15 per hour plus time required for setting up and closing down – approximately 30 minutes.
8. There is no parking available for weekday bookings and is very limited at other times. A disabled car space is available at the side of the main entrance to the church. Parking is at your own risk. (Please note that parking in nearby streets Monday-Saturday 8am-6pm is restricted to two hours only)
9. Truro Baptist Church has Public Liability Insurance, which provides "Property Owner's Liability" cover. However the insurance company strongly recommend that lessees also have their own "Occupier's Liability Insurance" which will cover you should you have an accident as a result of your own negligence. Users will be primarily liable for any accident or injury which arises out of your activities whilst using the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes which they intend to use them. If Truro Baptist Church considers your planned activity to be "high risk", it reserves the right to insist on seeing evidence of Public Liability Insurance before the booking takes place.
10. If any serious damage is done to the property or fabric of Truro Baptist Church, please report it as soon as possible to the Church office and be aware that you may be charged for repairs or replacement.
11. It is Church policy not to permit raffles and gambling activities on our premises. Truro Baptist Church does not have a Gaming Licence.

12. Smoking is banned inside all church buildings as well as within the grounds (including the car park and driveway). The Church is a public place which provides facilities for many groups including children and in order to safeguard their environment, we request that smokers do not smoke anywhere near the children arriving or departing.
13. All fire exits are clearly marked and users should familiarise themselves with these and fire evacuation procedures (see Appendix B)
14. In the event of an accident on the Church premises, it is a legal requirement to enter details of the accident in the Church's accident book. Accident books are in three First Aid boxes – these can be found in cupboards marked 'First Aid' in the main Church kitchen, just inside the double doors leading into / out of the main Church worship area at the back of the Church, and in the Church Office kitchenette in the House of Prayer building. Please let the Church Office know if you use any of the items in the first aid kit, so that they can be replaced.
15. It is the responsibility of users to comply with food hygiene regulations if they are preparing/cooking and/or serving food on the Church premises.
16. For key holders or those who borrow a key to our building please make sure that the following conditions are followed:

Lights and Heaters will need to be turned on and off as necessary. Instructions are provided on all heaters.

Chairs and Tables - please leave them as you found them. Tables are located in the far left hand cupboard in the lounge.

Kitchen and lounge area – please leave the kitchen tidy and wipe down all surfaces. At the end of your session please remove the black bin bag of rubbish and place in one of the dustbins situated in the car park. Replacement black bin bags can be found in the sink unit cupboard. Place items for recycling in the appropriate coloured bags and box provided. A vacuum cleaner and dustpan and brush are available for use and can be found in the second left hand cupboard in the lounge.

Toilet rolls and paper towels are located in the second left hand cupboard in the lounge. Please inform the Church office if supplies are low.

Windows – please make sure they are closed on departure.

Doors – please make sure you lock the building, and switch off all lights and heaters when you leave. ***Please can you ensure that the side door is closed (it automatically locks on the outside when closed).***

Keys – must be returned when agreed, they must not be lent to anyone else or copied.

17. The Safeguarding Policy for Truro Baptist Church requires that anyone using our building where there are children present without direct parental/guardian supervision, or where the group's main purpose is to support vulnerable adults or those at risk of harm, must have their own Safeguarding Policy which is based on the Government's statutory guidance Working Together to Safeguard Children 2018 and/or Safeguarding Vulnerable Groups Act 2006. Your signature on the attached reply slip confirms that (if applicable) you have such a written policy, which your Group adheres to.

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REPLY SLIP

I *(your name)*

On behalf of *(name of organisation)*

Accept the Terms and Conditions as amended in July 2019.

I also confirm that our Group has a copy of the revised Terms and Conditions and will adhere to them.

..... *(name of organisation)*

has our own Safeguarding Policy (Yes / No) *(Delete as appropriate)*

If 'Yes', please provide us with a copy (printed or electronic) of your Safeguarding Policy.

Signed

Date

Contact Details

.....

.....

Please return this signed slip to:

Church Office
Truro Baptist Church
Chapel Hill
Truro
Cornwall
TR1 3BD

Tel: 01872 241984

PRIVACY STATEMENT

Under Data Protection legislation the church Charity Trustees of Truro Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Trustee and can be contacted by calling 01872 241984 or emailing churchsecretary@trurobaptist.co.uk

In order to hire the building out to you or your group, we have a contractual need to have your contact details so that we can notify you of any changes to your booking or if any issues have arisen as a result of your booking. We also need to be able to contact you to arrange payment.

We will hold your information on a password protected computer which is accessed by the Church Administrator and Church Secretary, for the duration of the booking arrangement. Your contact details will be removed once the hire agreement has ended and all payments have been made. Please notify us if the main contact details change.

You have the right to see any information that we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.

APPENDIX A

TRURO BAPTIST CHURCH Hire Charges as from 31st January 2019

Type of Accommodation	Hourly Rate	Reduced Hourly Rate*
Worship and lounge area (tiered seating, will accommodate up to 250)	£30.00	£12.00
Small rooms	£15.00	£7.50
Use of kitchen facilities	£5.00 per session	

NB - sound desk equipment is only available by hiring the services of the church technician and subject to his availability, at a cost of £15 per hour plus time required for setting up and closing down – approx ½ hour.

* Reduced rate applicable to Church/Support Groups

APPENDIX B

Fire Evacuation Procedures

In the event of a fire or raising the fire alarm:

- Stay calm and don't panic.
- Raise the alarm either by pushing the button at a Fire Alarm call point, (please familiarise yourself with locations of nearest call points) and/or by shouting 'Fire'.
- Telephone 999 for the Fire Brigade.
- Only attempt to tackle the fire using the fire extinguishers (please familiarise yourself with locations of the nearest extinguishers) or fire blanket (in Church kitchen) available if you feel capable and not at personal risk.
- Help your group evacuate the building by the nearest fire exits in a quick and orderly manner. Pay particular attention to help disabled persons to exit the building.
- DO NOT stop to collect any belongings.
- Check through the building including toilets and back rooms to ensure your group has been fully evacuated.
- Close the doors behind you but do not stop to close windows.
- Go quickly to the Fire Assembly Point which is located in the Age UK car park. (Turn left at the bottom of the driveway)
- NEVER re-enter the building until told it is safe to do so.
- ALWAYS obey instructions given by the Emergency Services.
- Keep roadways and entrances clear for the Emergency Services.