

# PETERHEAD BAPTIST CHURCH (PBC) ROOM LETTING POLICY

## PLEASE READ CAREFULLY BEFORE BOOKING

Booking of any PBC rooms are accepted on the understanding that the Hirer, as named on the Booking Agreement, accepts the following terms and conditions. PBC reserve the right to immediately terminate this agreement should the Hirer, or anyone associated with the hire, contravene any of the following terms and conditions.

### 1. Use of premises

Peterhead Baptist Church (PBC) want to see the church utilized effectively within the community of Peterhead, through church activities, church sponsored activities, suitable community and commercial activities which help PBC support the local community. We will not, however, accept bookings for activities which are in conflict with PBC's vision and values. as outlined in our vision/mission statement and constitution.

### 2. Bookings and cancellations

- 2.1. All bookings must be made in writing using the Booking Request Form (Appendix 1). Verbal bookings remain provisional until a completed Booking Request Form is completed.
- 2.2. A provisional booking will lapse if the Booking Agreement (Appendix 2) is not signed and returned to PBC within 7 working days of issue.
- 2.3. Any variation to a booking must be agreed and confirmed by both parties in writing.
- 2.4. If the booking is more than six months ahead of the actual event date, then we may need to hold your request on a provisional basis, unless formally agreed in writing.
- 2.5. PBC reserves the right to cancel a booking if the event is prevented by circumstances beyond the control of PBC such as funerals, fire, flood, etc. PBC will refund any monies paid in advance. PBC does not accept any liability for losses incurred due to the cancellation of an event.

### 3. Payment Terms, Cancellation Notice and Charges

- 3.1. We will normally make a charge for the use of the premises and the charges are outlined separately.
- 3.2. For one-off events, we ask for full payment at time of booking, payable within 7 days of receipt of the Booking Agreement.
- 3.3. PBC should be made aware immediately of any cancellation, postponement or partial cancellation, in the first instance verbally and then confirmed in writing. Notice of cancellation must be made in writing (email acceptable) and will become effective on the date received by PBC. PBC reserves the right to apply cancellation charges prior to the event booking as detailed below:

72 hours or more - no charge,  
Less than 72 hours - full charge

- 3.4. If your booking is for a regular weekly event, all we ask is that you make us aware of any cancellation at least 7 days prior to the letting that you wish to cancel, and no charge will be made. This concession will be reviewed regularly. The full letting charge will otherwise apply.
- 3.5. No rental period shall extend beyond 10pm daily. This must include time to restore the premises to original layout.
- 3.6. Any proposed admission charge to be levied by the hirer must first be approved by PBC.
- 3.7. Future bookings will not be accepted until full payment has been received for any previously completed lettings.
- 3.8. Where invoices are issued, payment must be received by PBC within 7 days of issue.

### 4. Additional Room facilities/charges

#### 4.1. Kitchen use/Refreshments

- 4.1.1. Any use of the kitchen facilities must be subject to agreement at the time of booking and fully aligned with PBC regulations.
- 4.1.2. Any breakages must be reported immediately to PBC Contact and will be subject to an additional charge. A check will be made by the PBC Contact.

#### 4.2. Catering

- 4.2.1. PBC accepts no liability for food and refreshments provided by the Hirer.

### **4.3. Room set-up**

- 4.3.1. Bookings must indicate clearly any requirements for tables, chairs etc. including numbers and layout. Moving of chairs and tables between rooms is to be avoided wherever possible and when necessary must be agreed with the PBC Contact
- 4.3.2. All rooms must be return to original set up at end of session.

### **4.4. PA and/or AV**

- 4.4.1. The use of the PA and AV systems, within PBC, must be requested if required at the time of booking and can only be agreed after consultation with the PBC PA /AV leaders. If a member of the respective team is required to operate the equipment there will be an additional cost. This decision is solely the responsibility of PBC
- 4.4.2. Any damage to PA/AV/IT equipment must be reported immediately to PBC and will be subject to an additional charge.
- 4.4.3. Use of the Hirer's own PA/AV/IT equipment must be specified at time of booking and is solely at the discretion of PBC. The Hirer is responsible for ensuring that any equipment brought onto the premises is fit for purpose and safety/compatibility checked by PBC PA /AV leaders, with PAT certificates presented where appropriate.

### **4.5. Damages / Cleaning**

- 4.5.1. Any damage to PBC or its equipment, furniture, carpets, flooring, fixtures etc shall be paid for by the Hirer, the costs of which shall be assessed by PBC, whose decision is binding. Any damage will be repaired by a PBC approved supplier.
- 4.5.2. Should the need arise for additional cleaning where the facilities have not been left in a clean and tidy condition the cost will fully met by the hirer.

## **5. Car Park**

**Note:** The car park can be used by those hiring the premises. However please note the following:

1. The PBC car park is offered on a first come first served basis.
2. Parking is strictly at the owner's risk. PBC can accept no liability whatsoever for cars parked in its car park.

## **6. Standard Letting Conditions**

- 6.1. PBC reserves the right to decline a request for a booking
- 6.2. When required, a non-refundable deposit is to always be paid in advance.
- 6.3. PBC reserves the right to cancel a letting in the unlikely event of circumstances beyond the control of PBC, such as funerals, fire, flood, etc. PBC will refund any monies paid in advance. PBC does not accept any liability for losses incurred due to the cancellation of an event.
- 6.4. PBC staff has free access to all parts of PBC at all times.
- 6.5. The Hirer must restrict their activity to the accommodation and equipment agreed for the letting and for the time and purpose indicated on the Booking Agreement and ensure that no activity is undertaken that will put personnel or the fabric of the building and its equipment at risk.
- 6.6. The Hirer must seek agreement in advance from PBC for any additional or alternative activities, or to use any facility or equipment not agreed as part of the Booking Agreement.
- 6.7. The Hirer, or an assigned representative, must be present for the entire duration of the hire period.
- 6.8. No sub-letting is permitted, and permission must be sought in advance from PBC for any external suppliers that need to be on-site.
- 6.9. No goods/refreshments may be made available/sold by the Hirer at the event without prior agreement of PBC.
- 6.10. PBC fixtures and fittings, equipment and furniture must not be altered or moved without prior permission.
- 6.11. The Hirer may not drive screws/nails etc. into any part of the building, or affix any posters or placards. No Blu-tack is to be used at any time on any wall. Use of noticeboards are by discussion with the PBC Contact.
- 6.12. The Hirer must notify Reception of any defects found in PBC equipment immediately.
- 6.13. The Hirer is responsible for the cost of repairs to any damage to the premises or equipment provided for the activity, and must report any such damage in writing to Reception immediately following the event.
- 6.14. The Hirer is responsible for the effective stewarding of the event and for the maintenance of order of all the attendees.
- 6.15. The Hirer must inform PBC of any personnel or attendees who have any special requirements or who may require specific assistance in the event of an emergency.

- 6.16. If any persons under the age of 18 are to attend the event, the Hirer is responsible for their supervision and safety including, where appropriate, PVG checks (formerly known as Disclosure checks) of the adults in charge of them.
- 6.17. On completion of the activity the accommodation, including the toilets, must be left in a clean and tidy condition and any bulk refuse taken from the building for disposal by the Hirer.
- 6.18. The Hirer must ensure that the PBC policy of no smoking, no alcohol and no substance abuse including the use of e-cigarettes on the premises or site is adhered to at all times. Failure to do this may well result in the hire being terminated immediately.
- 6.19. The Hirer must ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.
- 6.20. The use of special equipment or equipment of an unusual nature (such as bouncy castles) is not permitted except by prior written agreement.
- 6.21. The Hirer may not leave any of their own equipment, props, display materials or furnishings on the premises prior to or after an event, without prior arrangement.
- 6.22. PBC is located in a residential area and due consideration must be shown to our neighbours at all times especially with regard to music and other noise.
- 6.23. The Hirer will comply with all aspects of PBC 's Health and Safety Policy a summary of which is given below. A copy of the full policy is available on request.
- 6.24. The Hirer accepts that PBC accepts no responsibility for injury or loss to person or property arising from the use of the accommodation apart from such injury which arises out of PBC's responsibility for maintenance. The Hirer will keep PBC indemnified against any claims for which PBC may not be responsible.
- 6.25. The Hirer is responsible for obtaining any Performing Rights or any other licences that may be needed. The hirer is also liable to the copyright holder for settling any royalty payments.
- 6.26. Any hirer may be asked to provide suitable references before being granted use of the premises.

## 7. Behaviour

- 7.1. As a church we seek to be open and welcoming to the community around us and welcome all users who respect PBC's values and vision of reaching out to the community. Out of respect to other users and our neighbours, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises. Please note the following acceptable behaviour requirements:  
Our good relationship with our neighbours is important to us, and we ask the Hirer to advise guests not to do anything that may negatively impact on this. Noise levels, bad language or behaviour, excessive vehicle movements and inconsiderate parking are particular areas that can cause unnecessary annoyance.
- 7.2. Verbal or physical abuse against any persons within the boundaries of the PBC property will not be tolerated. Any such serious matters will also be reported to the Police.
- 7.3. Except where previously agreed with PBC, only assistance dogs are permitted inside buildings, Any dog fouling must be cleared away in the appropriate manner.
- 7.4. The safety of all of our guests is paramount. The Hirer has responsibility to ensure that their group is made fully aware of the conduct, safety, security and fire evacuation arrangements that are included in this document.
- 7.5. The Hirer must take responsibility for the conduct of all participants in their event irrespective of the role of the participant.
- 7.6. The Hirer is responsible for returning the facility to the state and layout in which it was provided, and all litter must be removed.
- 7.7. All accidents, no matter how minor, must be reported immediately to PBC contact.
- 7.8. PBC will not allow any activity that may put our reputation or core purpose at risk.
- 7.9. The Hirer must appoint a responsible person to be present for the entire duration of the hire. This representative must also be responsible for keeping a register of any attendees.

## 8. Health and Safety

Whilst PBC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure suitable first aid cover and that the PBC Fire, Security and Health and Safety Policies are fully understood. PBC has a separate detailed Health and Safety Policy Document which can be reviewed in full upon request. The following is a précis of this document:

### 8.1. All hirers of the premises will be made aware of:

- The action to be taken in event of fire;
- The location and use of fire equipment;
- Escape routes and the need to keep them clear;
- Method of operation of escape door fastenings;
- Appreciation of the importance of any fire door;
- Location of the first aid box and accident book (next to disabled toilet).

## **8.2. Explosives and Flammable Substances**

- 8.2.1. Highly flammable substances shall not be brought into, or used on the premises.
- 8.2.2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of PBC.

## **9. Heating**

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of PBC. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## **10. Risk Assessment**

The Hirer is responsible for undertaking a risk assessment covering all your activities prior to your event, and for providing a copy of this to PBC. A Sample risk assessment form is attached to these Terms and Conditions for your convenience (Appendix 3).

## **11. Opening and Closing of PBC**

- 11.1. The premises will be opened and closed by a PBC representative.
- 11.2. The Hirer will ensure guests are aware of the hire period and also ensure that the premises are vacated by the end of the hire period.

## **12. Insurance**

- 12.1. The Hirer will provide appropriate liability insurance. A copy must be presented to PBC at least 14 days prior to the first booking.
- 12.2. The Hirer accepts full responsibility for any damage to or theft of PBC property during the period for which the premises are hired.
- 12.3. PBC accepts no responsibility for the loss or damage of personal property or vehicles brought onto the premises.
- 12.4. The Hirer must obtain prior agreement from PBC for any external suppliers that need access to our site for any reason. Such suppliers must also provide appropriate liability insurance, a copy of which must be available to PBC.

## **13. Disclaimer**

Every effort has been made to ensure the accuracy of all the information provided. PBC does not accept liability for any errors or omissions and reserves the right to amend the information at any time.

**Peterhead Baptist Church (Appendix 1)  
Accommodation Booking Request Form (External)**

| <b>Details</b>  |                |   |  |              |
|---|----------------|---|--|--------------|
| Name:   |                |   |  |              |
| Organisation:   |                |   |  |              |
| Contact address:  |                |   |  |              |
| Contact Telephone Number:   |                |   |  |              |
| Day & Date(s) accommodation required:   |                |   |  |              |
| Time of meeting / event:  |                | From:   | To:  |              |
| Time accommodation required:  |                | From:   | To:  |              |
| Purpose & Activity:   |                |   |  |              |
| Approximate numbers attending:  |                |   |  |              |
| <b>Accommodation (please tick)</b>  |                |   |  |              |
| The Church building, 49/51 King Street  | Sanctuary<br>c | Back Hall<br>c  | 49 King Street & Hub<br>c<br>Number of rooms required<br>( ) | Kitchen<br>c |
| <b>Seating Arrangements (please tick)</b>   |                |   |  |              |
| Special arrangements c  |                | Only by prior arrangement at time of booking.   |  |              |
| <b><i>PBC requirements: Room to be left strictly as photo layout</i></b>  |                |   |  |              |
| Tables c  |                | Number of tables required:  |  |              |
| <b>Facilities Required (please tick if required)</b>  |                |   |  |              |
| Audio/ Vision/ Projector & screen c   |                | <b>By prior arrangement, operated by PBC personnel only.</b>                                  |  |              |
| <b>Catering Facilities Required (please tick if required)</b>   |                |   |  |              |
| Kitchen c   |                | Please refer to the attached Guidelines that must be followed to comply with H&S Regulations. |  |              |
| <p><b>NOTES:</b><br/>           Audio/ Vision is available in all buildings along with Projector and Screen facilities strictly by prior arrangement, and must be operated by PBC Personnel only<br/>           The electric piano is available on request.</p> <p>PBC Contact –</p> <p>PBC Sound &amp; Vision Operator –</p> |                |   |  |              |

By signing this form you consent to Peterhead Baptist Church holding this information for up to 12 months in a secure location, in compliance with our Data Privacy Policy.

Once completed please email to [outsidelet@peterheadbaptist.org](mailto:outsidelet@peterheadbaptist.org) or post to Peterhead Baptist Church, 49, King Street Peterhead AB42 1TA

**OFFICE USE:**

Room/s allocated ..... Conference Package Yes/No

Room Booking Updated by ..... Date .....

Booking confirmed with / accepted by Hirer

Deposit paid

Details added to Room Booking System (note DPA conditions)

**PRIOR TO USE:**

Balance paid in full  date: ...../ Account sent .....

Room layout confirmed and set up:  / NR

Catering needs confirmed with kitchen/caterer  / NR

**HEALTH AND SAFETY:**

Organisation/Club Public Liability Insurance copy attached  / NR

Risk assessments/method statements copy attached  / NR

Food Hygiene Certificates – copies attached where appropriate  / NR

Hirer's Equipment PAT Certificates copies attached  / NR

**Appendix 2 – Booking Agreement**  
Detail taken from Booking system

**Declaration:**

I agree to abide by the Terms and Conditions of this booking and accept full responsibility for all aspects of this facility booking.

**Signed:** ..... **Date:** ...../...../.....

**Print Name:** .....

----- FOR OFFICE USE ONLY -----

**Signed on behalf of PBC:** ..... **Date:** ...../...../.....