

## Hall Hire Application Form

Date of hire: \_\_\_\_\_

Time of Hire: \_\_\_\_\_ to \_\_\_\_\_

Area to be hired: \_\_\_\_\_

Purpose for hire: \_\_\_\_\_

Cost of hire: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Charity Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

- ☐ I have read and understand the charges and conditions of hire as set out overleaf and agree to them
- ☐ I understand that if I cancel the hire in less than 7 days before the event then the deposit will be lost
- ☐ I understand the Church reserves the right to refuse any booking, including if a group or activity has aims in conflict with those of the Church - if this happens, I will receive a full refund
- ☐ I understand I must have my own insurance organized if I am a business or charity
- ☐ I confirm that the data entered on this form is complete and correct to the best of my knowledge

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

In order to comply with the General Data Protection Regulations (GDPR) 2018, we require your consent to process and store your personal data provided here. A copy of the church's Privacy Notice is available on the church's website: [www.rochesterbaptist.co.uk](http://www.rochesterbaptist.co.uk). All data will be stored on a secure computer or in a locked cabinet for one year after the last hire, after which it will be destroyed. All data will be shared on a need to know basis with those involved running hall hire. If at any time you would like to withdraw your consent for us to process and store your personal details then please contact [claireraven@virginmedia.com](mailto:claireraven@virginmedia.com)

- ☐ I give permission for you to store the data given and contact me using it for purposes relating to hall hire

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR CHURCH USE:

Deposit accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Method: \_\_\_\_\_

Payment accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Method: \_\_\_\_\_

Any keys given: \_\_\_\_\_ Collected by hirer on: \_\_\_\_\_

Returned by hirer on: \_\_\_\_\_

Any issues reported: \_\_\_\_\_

Deposit returned on: \_\_\_\_\_

Any deductions from deposit: \_\_\_\_\_

Signed: \_\_\_\_\_

## Terms and Conditions of Hall Hire

### Charges

#### **Regular hiring (must book a minimum of 4 sessions per year)**

Charges	Side Hall capacity of 70	Main Hall (upstairs) capacity of 200	Lower Hall (basement) capacity of 60
First 2 hours	£16 per hour	£20 per hour	£25
Every hour thereafter	£8 per hour	£10 per hour	N/A
<b>£50 deposit required which will be kept for the duration of the hiring period. Payments must be made within 30 days of receiving an invoice.</b>			

#### **One off hiring**

Charges	Side Hall capacity of 70	Main Hall (upstairs) capacity of 200	Lower Hall (basement) capacity of 60
First 2 hours	£20 per hour	£25 per hour	£25
Every hour thereafter	£10 per hour	£12 per hour	N/A
<b>£50 deposit must be paid at time of booking. Total hire charge to be paid in full, not less than 7 days prior to date of hire else the hire be cancelled and deposit lost</b>			

- The deposit is returnable subject to the conditions outlined below
- Payment may be completed by cash or cheque at The Moat House or online (*Bank Details: Rochester Baptist Church – Sort Code: 20-54-11 – Account Number: 80759457*)
- Set up and clear away time must be included within the times of the hire
- Damages must be brought to our attention and paid for

### Conditions of Hire

#### **During the hire**

- The hall will only be used for the purpose agreed on the application form
- Reasonable consideration must be given to neighbours regarding noise, music and parking
- Nothing must be displayed/put up without prior permission
- The hirer is responsible for maintaining security, ensuring unauthorized persons do not enter the premises

#### **At the end of the hire**

- The hirer is responsible for setting up and clearing away all equipment, leaving the area clean and tidy
- If used, the kitchen and any appliances must be cleaned as necessary, including work surfaces and floors
- Toilets must be checked and cleaned as necessary
- Any evening event must be finished by 11pm and the areas vacated by 11.30pm
- All lights must be turned off, with hirers ensuring windows and doors are locked and secure
- Rubbish must be placed clean in the correct recycling containers or taken away for disposal at home

#### **Prohibitions**

- There must be no smoking anywhere on the premises, including the alley
- The premises are not licensed for the sale of alcohol
- All forms of gambling are prohibited
- No 18<sup>th</sup> birthday parties accepted.