



TRURO BAPTIST CHURCH

Hire Charges as from 1 January 2014

Type of Accommodation	Hourly Rate	Reduced Hourly Rate*
Worship and lounge area (tiered seating, will accommodate up to 250)	£25.00	£10.00
Lounge area only	£10.00	£7.50
Use of kitchen facilities	£5.00 per session	

NB - Use of our Audio Visual 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



**TERMS AND CONDITIONS
FOR THE BOOKING AND USE OF TRURO BAPTIST CHURCH
at 1 January 2014**

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 email using mail@trurobaptist.co.uk or by contacting the Church office: 01872 241984 on Monday mornings or by leaving a telephone message at other times.
3. Hire charges for 2014 are listed on the attached sheet. 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; and 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. Use of our Audio Visual 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. A first aid kit and an accident book are available in the Church kitchen and the Pre-School kitchen. Please let the Church office know if you use any of the items in the first aid kit, so that they can be replaced.
10. Truro Baptist Church has public liability insurance, which provides 'property owners liability' cover. However the insurance company strongly recommend that lessees also have their own 'occupiers liability insurance' which will cover you should you have an accident as a result of your own negligence.

11. 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.
12. It is Church policy not to permit raffles and gambling activities on our premises. Truro Baptist Church does not have a Gaming Licence.
13. 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 attending our Pre-School and in order to safeguard their environment, we request that smokers do not smoke anywhere near the children arriving or departing.
14. All fire exits are clearly marked and users should familiarise themselves with these and evacuation procedures.
15. For keyholders or those who borrow a key to our building please make sure that the following conditions are followed:
 - 15.1 Lights and Heaters will need to be turned on and off as necessary. Instructions are provided on all heaters.
 - 15.2 Chairs and Tables - please leave them as you found them. Tables are located in the far left hand cupboard in the lounge
 - 15.3 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.
 - 15.4 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.
 - 15.5 Windows - please make sure they are closed on departure.
 - 15.6 Doors - please make sure you lock the building, and switch off all lights and heaters when you leave.
 - 15.7 Keys must be returned when agreed, they must not be lent to anyone else or copied.
16. The 'Safe to Grow' (Child Protection) Policy for Truro Baptist Church requires that anyone using our building where there are children present, must have their own Child Protection Policy which is based on the Government document 'Safe From Harm'. Your signature on the attached reply slip confirms that (if applicable) you have such a written policy, which your Group adheres to.



**TERMS AND CONDITIONS FOR THE BOOKING AND USE OF
TRURO BAPTIST CHURCH**

REPLY SLIP

I (your name)

On behalf of(name of organisation)

Accept the Terms and Conditions for the hire of Truro Baptist Church as amended in January 2014.

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

Signed

Date

Contact Details

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*Please return this signed slip to the Church office:
Truro Baptist Church, Chapel Hill, Truro. TR1 3BD*