

Larkhall Baptist Church
27 Machan Road
Larkhall
ML9 1HX

01698881223



Larkhall Baptist Church - Conditions of Hire (Interim)

Your booking of Larkhall Baptist Church's hall and/or building has been accepted. Please read over the terms and conditions of hire as set out below. Please sign and return to us as soon as possible. If you have any questions, please email admin@larkhallbaptist.church

- The person making the booking is the person who will be held responsible for the conduct of any guests, as well as for the condition of the facilities following on from your booking.
- The hall will be opened and closed by a keyholder who will be present at the start and end of your booking, unless agreed otherwise.

1. Timing

- You must arrive for your booking at least 15 minutes before the start of the booking.
 - Please note - this does not mean 15 minutes before the start of the event. For example, if you have an event taking place from 1pm-3pm, but you need access to the building from 12pm in order to set up, you should aim to arrive at 11:45am.
- The assigned keyholder will wait for a maximum of 30 minutes for your arrival unless they are informed of the reason for any delay
- The premises must be vacated by the time indicated when the booking was made.
- Larkhall Baptist Church is unable to store any equipment beyond the duration of the hire, this includes bouncy castles and other items that may have been purchased or rented for the purpose of the hire
 - **Any such equipment that has been rented from an external supplier should be arranged to be collected no later than the time the hirer is expected to vacate the building. Keyholders will not wait for suppliers to pick up equipment.**

2. Code of conduct

- When entering and exiting the building, attendees should be conscious of the fact that the church is located in a residential area and should act accordingly
- The person who made the booking (the 'hirer') will be responsible for the conduct of the event's attendees. They will also be responsible for:

Pastor: Ali Scott	Administrator: Kenny Ball
07955022858	07974308312
ali@larkhallbaptist.org.uk	admin@larkhallbaptist.church



- All costs incurred due to lost hire income or cleaning charges because of the hall not being left in a suitable condition following on from the event
- Reporting any damages caused during the event/function
 - The hirer will also be responsible if the damage has occurred during the period of their hire. This may incur subsequent costs
- Reporting any accidents or concerns to the church
- Ensuring that rubbish is disposed of using the bins provided and that bins are emptied at the end of the event
- Making sure that the premises are left clean and tidy, including any furniture being put back where it was found, and leaving the toilets in the condition in which they were found
- Arriving and leaving at the times specified when the booking was made
- Ensuring that alcohol is neither sold nor consumed on the premises
- Ensuring that children are always supervised during the duration of the booking

3. Health and Safety

- If your booking is for a one-off event, the keyholder will go through the health and safety checklist with you. This will cover items like the location of emergency exits, fire extinguishers, the location of items in the kitchen etc.
 - If there are any issues with this, it must be reported to the keyholder who will flag any concerns to the Church Leadership.
- No cooking will be allowed (unless expressly indicated beforehand)
- Food may be heated, however this will need to be expressly indicated beforehand
- The cooking and heating of food must be recorded in line with Larkhall Baptist Church's Food Hygiene Policy.
- It is the hirer's responsibility to maintain the safety and wellbeing of the event attendees - we advise extra caution and diligence when children are involved in any part of your event/hire
- No candles or open flames are permitted to be lit (with the exception of birthday candles)
- All accidents or injuries must be reported to the keyholder



- All accidents or injuries must also be reported to Larkhall Baptist Church by email within 48 hours of your booking. Emails may be sent to admin@larkhallbaptist.church
- The keyholder will draw your attention to the fire safety procedures, including the assembly point and will highlight the emergency exits to you.
 - Anybody with any kind of disability or accessibility concern will need to be assigned a 'buddy' in order to help them in case of an emergency.
 - You are responsible for the safety and wellbeing of your guests for the duration of your hire.
- The keyholder will show you where the first aid box is located.
- Hiring organisations must have public liability insurance and must provide a copy of this to Larkhall Baptist Church
 - A record of this will be kept in accordance with our GDPR Policy.
- You must not exceed the person limit that has been set for your particular booking or activity.

4. Smoking

- Smoking is not permitted anywhere within the confines of the church building or grounds, this includes the car park.

5. Payments/Deposits

- Your booking is only confirmed once paid in full, together with a deposit of £25.
- The cost associated with hiring the hall is £25/hour. This price is applied to the whole booking. For example, if your event runs from 12pm-3pm, but you need access from 11am for set-up, and then until 4pm in order to clean up afterwards, the associated cost would be £125.
- Your £25 deposit will be deducted from the price of the hire (i.e. using the example above, a £25 deposit would be paid initially and a subsequent £100 would be payable to bring the total up to £125).
- If paying by cash, any payment must be made to the keyholder prior to the event's start (unless otherwise agreed)
- Payments can be made via bank transfer:

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Account Number: 00760771
Sort Code: 83-24-36
Royal Bank of Scotland

Please use your name as the reference for any payment.

- Should the booking time become unavailable, through no fault of the hirer, any money that has already been paid will be refunded in full.
- We reserve the right to cancel or terminate a booking if you break the conditions of the hall hire agreement, or compromise the security of the premises
 - Furthermore, the church reserve the right to refuse future bookings based on past conduct
- **In the event of any damages occurring during the event/function, the hirer agrees to pay any associated costs**

Signed: _____ (LBC) Date: _____

Signed: _____ (Hirer) Date: _____

Last Updated - AS/JG 18/05/2023

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