Church Crookham Baptist Church, Basingbourne Road, Fleet, Hampshire, GU52 6TH – Tel: 01252 617711 Latest version 19.09.2020

Using the Church Crookham Baptist Church Premises

For Private Functions

Conditions of Use

**Facilities at Church Crookham Baptist Church (CCBC)**

* large hall (approx 30ft x 30ft square, lino flooring);
* sanctuary (approx 30ft x 40ft, carpeted)
* front foyer meeting room (carpeted)

We also have a fully-equipped kitchen (with two double ovens, fridge freezer and dishwasher); 3 disabled car parking spaces, plus car parking for 18 cars; mens, ladies and disabled toilets, and 2 sets of baby-change facilities.

The hall, sanctuary, and meeting room, and accompanying facilities, are available for private functions at the discretion of the church leadership when they are not required for church events.

To make initial enquiries, please speak with Mrs Helen Butler to check availability.

(Tel: 01252 623022 or email her at helen1butler@btopenworld.com)

If you’ve already spoken with her about a specific date, please complete the booking form on page 3.

**Changes due to Coronovirus**

Extra time (15 mins) is now added to the end of each booking to allow the hirer time to wipe down surfaces after use. For example, frequently touched areas within the hall and front foyer, such as door handles, light switches, window handles, table surfaces and chair seats and backs.

A box containing disinfectant spray and cloths are provided, on the kitchen hatch area. Please throw away the cloth you used. (Church cleaners will attend to the bathroom areas).

When using the church premises, please follow the following rules.

* If you, or one of your guests, are displaying symptoms of coronavirus, or feel unwell, do not enter the building.
* All those entering the building are to wash their hands as they arrive, and again before they leave. There are handbasins in all the toilet blocks. There are also 2 tables with hand sanitiser units on.
* Government guidance on social distancing and safe keeping is to be followed at all times.
* There is a limit of 18 people in the hall at any one time, to enable social distancing.
* Face coverings are to be worn for all meetings or events inside the building (except for those exempt from wearing masks for health reasons).
* Track and trace contact details are to be kept by the hirer for each event, for 21 days.
* Please open windows (and close them before you leave!) to allow a flow of air through the hall.
* If you discover that someone has attended an event at the building and then developed coronavirus, please let the church know.

The church reserves the right to make unannounced spot checks.

The kitchen is not to be used, other than by prior arrangement.

**What does use of the hall allow?**

Booking the hall for a private function enables you to use the hall, tables, chairs, and lighting, electricity and heating. You may play music and use disco lights but the hall must not be used after 10pm. It is a no-smoking building, and no indoor fireworks or alcoholic drinks are permitted.

Please note that loud or amplified music is not permitted under the terms of the planning permission. Use of the church premises is entirely at the risk of the hirer and the church accepts no responsibility for the loss, theft or damage to the hirer’s property or for accidental injury to persons using the property.  Hirers should arrange their own insurance cover.

**The church will:**

* provide someone to open up the hall and lock up afterwards;
* show you how to operate the heaters, windows and lights as needed.

**In return, you will agree to:**

* take care when using the hall and equipment, switching off lights, heaters, appliances, etc, and closing windows and doors when you leave;
* alert us of breakages, damage or non-functioning equipment, paying for any damage caused;
* respect the neighbours and arrive/leave quietly; and
* leave the hall, kitchen and toilets as you would expect to find them. Cleaning equipment is located in the store room. It would be helpful if, before you leave, someone could sweep round with the broom, or vacuum cleaner, and empty any bins into the main kitchen bin. Please also ensure that the chairs and tables are stacked at the edges of the hall.
* And abide by the additional rules above during this time when coronavirus is present.

**What does it cost to book the hall?**

As the church hall is VAT-exempt, we cannot make a charge for booking it for Private Functions. However, if you would like to make a donation to the church building fund, it will go towards the cost of erecting, furnishing and maintaining the hall and equipment.

To use the Sanctuary, the cost is £10 per hour; and the foyer meeting room is £7 per hour.

For all bookings, **cheques should be made payable to** “**Church Crookham Baptist Church”**. It is also possible to pay by bank transfer. Please ask for details.

If you are booking the hall for a small child’s party, you may wish to use the toddler group’s slide, playhouse, ride-on toys etc. If so, there is an additional charge of £5 per booking to cover any wear and tear, and in due course, to replace any equipment.

**Bins**: If you are booking the hall for a birthday party, please take all your rubbish home with you. If you are booking the hall for another event, there is a swing-bin for general rubbish in the kitchen, and there is also a recycling bin for cardboard, clean tins, etc. You may put one small bagful of rubbish into the church’s external bins as you leave, but please note that we, too, are, like households, on fortnightly rubbish collections, and that one bin has to last us, and everyone else who uses the hall during the fortnight, until the next collection!

**Cleaning**: For one-off bookings like parties, we may be able to offer a cleaning service. For £8, someone will come after your event to sweep up, mop the floor and clean the kitchen and toilets. This however depends on the availability of the cleaner. If you would like to request a cleaner to come after your party, please tick the box on the form. If the cleaner is available, you will be contacted to confirm this.

**Long-term bookings:**

If you are booking the hall on a termly basis, please complete the form on page 3 but do not include payment. You will then receive an invoice.

Thank you for your co-operation. We hope you enjoy using our facilities. If, when using them, you come across something that’s lacking, or you think we need to have, please let us know, so we can improve things for other users. Thank you!

(Please scroll down for application form)

**CCBC Booking Details Form**

Please complete this page if you have made enquiries about the availability for a specific date

and wish to make a firm booking.

I have read the above conditions of use and agree to accept and abide by them (please tick).

Date of Function/Party: ………………………………………………………………………………………………………………………….….…………

Title of Function: ………………………………………………………………………………………………………………………………………………..…

Room(s) you wish to book: (hall, sanctuary, or front foyer meeting room)

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Start and End time of when you need access to the premises

(please include/allow for time to set up/clear away/wiping down surfaces after use):

From: …………………………………………………………………...………… To: ………………………………………………………………………

Start and end times of function: From: ………………………………………...………… To: ……………………………….…….…………

Approx Number of Guests: …………………………………………………………………………………………………………………………………

Approx Age Range of Guests: ……………………………………………………………………………………………………………………………

Do you wish to use the toddler group’s slide, playhouse, ride-on toys etc?

 If so, there is an additional charge of £5 to cover any wear and tear, and in due course, to replace any equipment.

No: ………… Yes: …………

Would you like to book a cleaner to come after your party? No: ………… Yes: …………

If so, there is a charge of £8 for this.

If you are a company/organisation, do you have private liability insurance?

No: ………… Yes: …………

If no, you will need to arrange this before the function can be booked.

If yes, please attach a copy.

Booked by (your name): ……………………………………………………………………………………………………………………………………

Your address and postcode: …………………………………………………………………………………………………………………….…………

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Your phone number: ……………………………………………………………………………………………………………………………………………

Your email address: ………………………………………………………………………………………………………………………………….….………

Signed: …………………………………………………………………………..……..…… Today’s Date: …………………………………..………

Cheques should be made payable to . **Church Crookham Baptist Church** .

Please return this form, together with your payment/donation to:

 **Mrs Helen Butler, CCBC Bookings, 5 Ayesgarth, Church Crookham, Hampshire, GU52 6DS**

Many thanks.