Welcome

We welcome you to use our premises. At Church Crookham Baptist Church, we are privileged to host many different charities, organisations and private groups to use our premises.

This document contains the information you need for hiring and using our buildings. If you have any further questions or enquiries then contact **Jo Eales** via bookings@churchcrookhambaptistchurch.org.uk.

The address of the Church is :

Church Crookham Baptist Church, 64 Basingbourne Road, Fleet, GU52 6TH.

We hope you enjoy using our facilities.

Rooms Available for Hire

Hall

Large modern hall, approx. 9.2m x 9.2m . The hall is supplied with tables and chairs for both adults and children. The hire includes the use of the kitchen and associated crockery and cutlery. There are male, female toilets with separate facilities for those with disabilities.

This multi-use hall is used by people for children's parties, youth groups, and adult classes.

A great option for children's parties is to hire our toddler toys for a small additional charge. These include a slide, playhouse and ride-on toys.



Sanctuary

The sanctuary is used on Sundays for our worship. It contains 80 padded chairs and an audio-visual system. This is a great option for presentation style meetings.

There are male, female toilets with a separate facilities for those with disabilities.



Foyer

An airy room ideal for small group meetings with padded chairs, folding tables and a kitchen point for teas and coffees. There is a toilet adjacent to the meeting room.



Charges and Booking Process

The charges, correct as of August 2023 are

- Hall - £20 per hour
- Sanctuary - £20 per hour
- Foyer - £15 per hour
- Sanctuary and Hall - £22.50
- Use of toys - £5

Regular bookings will receive a **£5 per hour discount** on the above rates.

Payment is required on confirmation of booking via bank transfer to:

Church Crookham Baptist Church
40-21-27
71523597

Please use your invoice number as a reference.

Using the Premises

- **Arrival:** Upon arrival, please open the door using the key in the keysafe. You will be provided with instructions seven days before your booking.
- **Bins**: There is a swing-bin for general rubbish in the kitchen, and there is also a recycling bin for cardboard, clean tins, etc. However, if you are booking a party, you are likely to find that you generate a lot of rubbish, so it would be helpful if you could take the majority of your rubbish home with you.
- **Cleaning**: The premises are regularly cleaned. If anything is not at you would like please report it. For one-off bookings like parties, we can offer a cleaning service, subject to availability. For £10, someone will come after your event to sweep up, mop the floor and clean the kitchen and toilets.
- **Heating**: The heaters take approximately 30 minutes to warm the hall or sanctuary, ideal to switch on while you are setting up. By the time the room is full of people, we suggest that they are turned off. Do not change the finely tuned temperature dials!
- **Ventilation**: On warmer days, it's important that the windows are opened on both sides to create a through draught. This is particularly relevant for parties where children are running around and the room gets hot and stuffy!
- **Departure.** Please 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, sweep with the broom, or use the vacuum cleaner, and empty any bins into the main kitchen bin. Please also ensure that the chairs and tables are stacked safely where you found them. Finally, check that heaters and lights are switched off, lock the door and return the key to the keysafe.

Some Other Important things …

- We live in a residential area so please keep any music noise to reasonable levels and leave the building quietly. Our planning permissions does not allow for hirings after 10pm, nor amplified music.
- There is a first aid box in the kitchen (on top of the fridge) and in the foyer on the window sill. If an accident occurs, please use our incident report form.
- Evacuation procedures are displayed in the foyer and the hall.
- No alcohol, smoking, or vaping is allowed on the premises or in the car park.
- 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 public liability insurance cover if required.
- Please alert us of breakages, damage or non-functioning equipment. We reserve the right to charge for any damage caused.
- The premises are not hired on a Sunday.
- We reserve the right to refuse bookings that do not align to our values as a Christian Place of Worship.

October 1st 2023.

(Minor update – October 3rd 2025)