

EAST LEAKE BAPTIST CHURCH

ROOM BOOKING FORM

Name of Organisation

Address

.....

Contact Name (Please print)

Telephone No.

Email:

Room(s) required

Meeting Date(s)

Start Time

Finish Time

Numbers attending

I accept the conditions for the use of church premises.

SIGNED:

Date

Confirmation of booking (to be completed by Church Officer)

I confirm on behalf of the church the booking as indicated on this form subject to the hiring conditions.

Signed..... **Date**.....

Please return this form to East Leake Baptist Church, Costock Road, East Leake, Loughborough, LE12 6LY, or email to bookings@elbc.org.uk

BOOKING RATES*

	Morning	Afternoon	Evening
Weekdays			
Regular booking	£20	£20	£28
Occasional	£25	£25	£35
Saturday			
Regular	£24	£40	£48
Occasional	£30	£50	£60
Sunday			
Regular	Not available	£40	£40
Occasional	Not available	£50	£50

* Rates for use of either main hall or school rooms. Additional 25% charge for use of both.

All bookings include use of kitchen and toilet facilities.

20% discount for regular users.

CONDITIONS FOR THE USE OF CHURCH PREMISES

1. The accommodation may only be used by the organisation and for the purpose indicated on the application form submitted to the church.
2. As we do not have a caretaker the User must ensure that the accommodation is left clean and tidy as at the commencement of hiring. All lights should be turned off and windows properly secured.
3. The User must ensure that during the use of the accommodation no person smokes and that no alcohol is supplied or consumed.
4. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church.
5. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
6. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
7. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
8. We require all external groups working with children, young people or adults at risk on church premises to:
 - a. provide confirmation of up to date safeguarding policy and procedures;
 - b. ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>
 - c. be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.