

# worcester park baptist church

the avenue worcester park

surrey KT4 7EW [www.wpbc.org.uk](http://www.wpbc.org.uk) Registered Charity No. 1128662



## TERMS AND CONDITIONS FOR THE USE OF THE CHURCH PREMISES BY EXTERNAL GROUPS

1. For each proposed use, an online booking form must be completed and submitted in advance. The booking form requires hirers to accept these conditions of use.
2. The agreed fee for the hire must be paid promptly, and at the latest by the due date shown on the invoice. Failure to do so may result in the User being charged a late payment penalty, and ultimately further bookings being cancelled, or requests for future bookings being refused.
3. The specified areas of the church accommodation may only be used by the organisation, for the purposes specified, and during the period indicated on the application form submitted to the church. Where the room(s) booked contain tables and/or chairs owned by the church, these may be used by the User.
4. The car park may be used for car parking only – not games/play.
5. The servery (but not the kitchen) may be used by the User for the preparation of light refreshments only (teas, coffees, biscuits, etc.). The User must provide their own supplies of crockery, cutlery, tea, coffee, etc. but the church's water boiler may be used.
6. The User must ensure that during the use of the accommodation no person smokes or vapes and that no alcohol or illegal substances are supplied or consumed on the premises, including the car park.
7. Any electrical equipment brought into the premises by the User must be in safe working order and is at the User's risk.
8. No form of *external* advertising of the booking - posters, notices, banners, etc. – may be used on the church premises without the specific prior approval of the church. Publicity about the event may be permitted *inside* the church at the church's discretion, subject to the availability of notice-board space, etc.
9. Nails, pins, staples, tapes, blue/white tack, or other fasteners may not be used on walls, ceilings, or floors. Any posters, decorations, etc. must not be attached in any way that will leave any damage.
10. The use of naked flames (candles, etc.) is strictly prohibited
11. Use of the church's audio-visual equipment and pianos/keyboards is not permitted.
12. After the use of the accommodation, it must be left in the clean and tidy condition in which it was found, including floors swept, toilets clean and all equipment turned off

(e.g. servery and toilet taps and servery water boiler). All furniture and equipment must be left in the same position as at the commencement of the hiring. The User must ensure that all lights are turned off and all doors and windows properly secured. If the church issues keys/fobs to the User to open/lock up before/after the booking, they must be returned to the nominated church contact at the agreed time.

13. The church cannot provide storage space for external users. The User must not leave in the accommodation any equipment, furniture, or articles of any kind.
14. At the end of the booking, the User must remove all leftover food, drink, and waste (including waste food) for disposal elsewhere. This includes any waste which the User temporarily puts in the church's internal waste bins. The church's external waste bins may not be used.
15. The User must leave the premises by the latest time specified on the booking form and should leave quietly, respecting those living adjacent to the church site.
16. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment, which is occasioned in whatever way by the use of the accommodation. No equipment may be removed from the building.
17. The User agrees that the church accepts no responsibility for injury or loss to persons 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.
18. The User will keep the church indemnified against any claims for which the church is not responsible. The booking form requires the User to provide evidence that adequate public/professional liability insurance cover is in place. The minimum level of cover which the church will expect hirers to have in place will normally be £2m but the church may require this to be increased to £5m, depending on the activities taking place and the risks involved. The User will need to show their insurance policy document to the church's representative before any approved hiring of the church premises begins.
19. The User will comply with the provisions of the church's Health and Safety Policy (copy available on the lettings page of the church website) and will ensure that all those using the accommodation are aware of the appropriate safety procedures. The User must familiarise himself/herself with the building's evacuation procedures and appoint someone responsible for ensuring safe evacuation of the building in the event of fire or other emergencies.
20. The User is responsible for taking reasonable security precautions during the booking. This should include keeping external doors locked (or staffed) and challenging any unknown people found on the premises.
21. Where the premises are to be used by children (i.e. those under 18) or adults at risk, the User must confirm in the booking form that –
  - (a) they have up-to-date safeguarding policy and procedures

- (b) they use the Disclosure and Barring Service (DBS) for checking volunteers and paid workers, in line with national guidance (see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>)
  - (c) all volunteers and paid workers have completed the appropriate level of safeguarding training
  - (d) the activities will be supervised by at least one adult (aged 21 or over) who has received DBS clearance (full details of the person concerned to be provided in the application form)
22. The User is responsible for notifying the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
23. In the case of *serious emergency* requiring the User to call 999, the full address of the church is **Worcester Park Baptist Church, 2 The Avenue, Worcester Park, Surrey, KT4 7EW**. To summon church personnel in the event of an emergency, please contact one of the following (in this order) –
- Robert Mills 020 8330 5333 (h) 07597 963514 (m)  
John Smith 07532 483573(m)
- 24 The church is entitled at any time, on giving reasonable notice to the User, to require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building. On rare occasions, it may be necessary to cancel a booking in an emergency or if an unforeseen need by the church for accommodation occurs (e.g. a funeral).
- 25 The church retains control, possession and management of the accommodation and the user may not exclude authorised church personnel (including contractors) from the premises.
26. The church may terminate this agreement immediately at any time if –
- (a) there is a breach of these terms and conditions by the User; or
  - (b) the User has made a misrepresentation in the hiring application form, or has failed to disclose material information that may be relevant to the decision of the church whether to allow the hiring of the premises to take place, given its Christian doctrine, ethos and/or strongly held convictions.

May 2025

***To check availability or if you have any other questions about hiring our premises, please contact Jenny Martin ([lettings@wpbc.org.uk](mailto:lettings@wpbc.org.uk))***