

DAWLEY BAPTIST CHURCH

SEMI
LIVES
LISTENS
LOVES
EARNNS



Hiring Document

Issue level: 7

Date of issue: June 2014



John10:10 I have come that they may have life,
and have it to the full.

Holiday club at Dawley Baptist Church



Vision

John 10:10 "I have come
to Dawley Baptist Church

Vision

John 10:10 "I have come
that they might have life
and have it to the full"

At the beginning
when we undertook the

building of the new
church building we did

so with a clear vision
based on the biblical
passage above (John

10:10)

To be more accessible

Access to all was a
priority in the design of
the new building hence
the single level building.

In addition the parking
around the church was
improved.

What we can offer:

A modern facility equipped with:

Ease of access for all abilities

Car parking

Photocopying facility

P.A. system in the worship and community rooms

Kitchen equipped with:

Large electric cooker

Hot water boiler for teas and coffees

Microwave

Small fridge

Types of hire

Church services:

Weddings

Funerals

Private functions:

Wedding receptions

Blessing receptions

Baptismal receptions

Celebration or commemorative receptions

Birthday parties

Availability

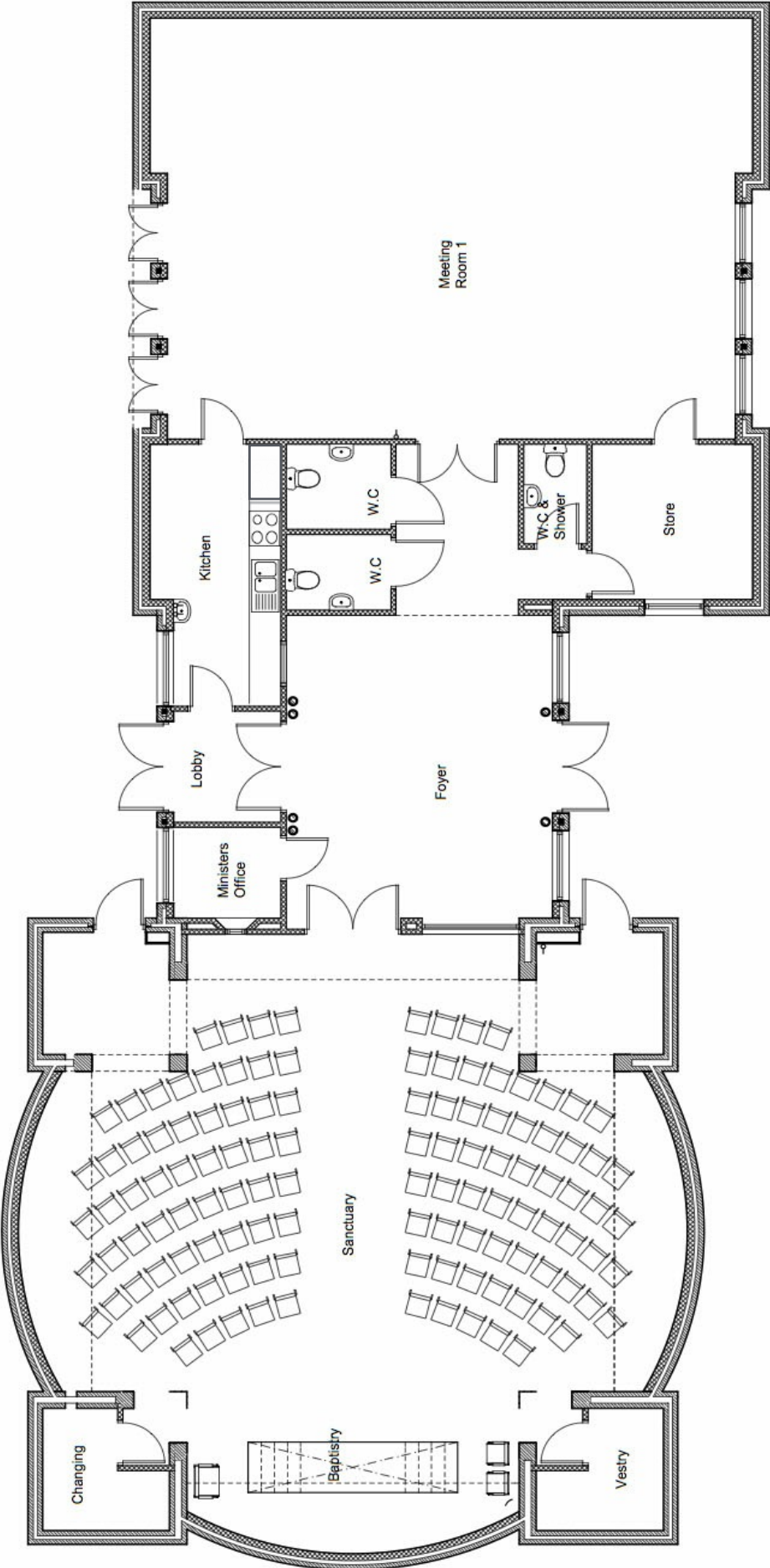
To establish if a date is free for
hire of the building first check our
web site at:

www.dawleybaptist.org.uk

there you will find a list of our
current regular events and a
Calendar of upcoming events
or call our mobile number on:

01952 610555

Plan of Church Building



Room Plan

Sanctuary

The sanctuary is circular in shape with a diameter of 12.6m

It has the capacity to seat up to 120 people dependent upon the chosen layout.

The room is equipped with a P.A. System,

Radio microphone

Feeds in to the audio Visual system for CD's, DVD's and Video tapes

The building is equipped with a 'T' loop for the hard of hearing

The church organ is a Yamaha Clavinova and is connected in to the sound desk.

The sanctuary is equipped with a large motorised projection screen.

The Sanctuary has a natural overflow area for large meetings into the foyer - the glass panelling between the two rooms ensures visibility and the sound system connects in to the foyer. The foyer can be fed refreshments from the hatch in the kitchen.

Community room

Rectangular in shape (11.5m x 8.3m) the room can accommodate up to 60 - 80 people (dependent upon the event type).

The room is equipped with a P.A. System and feeds for CD's can be made in to it.

The room also has a large screen Audio Visual (TV and sound system) system that can accept DVD's and/ or computer feeds. This can be made available upon request.

The community room has easy access to the kitchen, toilets and the foyer. The community room also leads on to a paved patio area at the front of the church.

Kitchen

A galley style kitchen suitable for catering for events has a large electric cooker, microwave and small fridge. In addition a hot water wall mounted boiler assists in the making of tea and coffees. Worktops are available for the preparation of food.

Toilets

Situated in the foyer are three unisex toilets each being able to cater for differing needs

W/ C 1 is specially adapted for persons with disabilities

W/ C 2 has a baby changing facility fitted

W/ C 3 has a specially adapted shower unit built in.

Terms and Conditions

1. Dawley Baptist Church is situated in an area surrounded by houses. We ask that our neighbours are respected by:

Correct use of the parking facilities

Noise levels are contained to a level that does not impact outside of the building

Behaviour is respectful to our neighbours

2. Alcohol

The premises are not licensed for the sale of alcoholic beverages. If alcohol is served it must not be charged for.

Drinks may only be served in the foyer or community room.

Whilst it is accepted that alcohol forms a natural part of, for instance, a wedding celebration, it is not accepted that alcohol should be consumed to the extent that unruly behaviour is a consequence.

Alcohol may only be served with the prior agreement of Dawley Baptist Church and this agreement must be reached as part of the hiring agreement. Without the written consent of Dawley Baptist Church no alcohol may be served or consumed.

Dawley Baptist Church retains the right to forbid the serving of alcohol either prior to the function taking place, or during the event, if given due reason to do so.

3. Smoking

Under NO circumstances will smoking be permitted on any part of the premises.

4. Gambling

No gambling shall take place on the premises without prior permission being granted.

5. Hiring Periods

The church web site indicates when events take place in the church.

Please call us on **01952 610555** to confirm availability.

6. Insurance

The user shall be held responsible for any claims relating to personal injury, except where this is due to negligence of Dawley Baptist Church.

The user shall ensure that they have adequate insurance cover to ensure that Dawley Baptist Church is protected from claims that are the cause of the hirers negligence.

The users agree that Dawley Baptist Church has no responsibility for injury or loss to person or property arising out of the use of the facilities provided by the hirer of the building, apart from those arising from provable lack of maintenance to the facilities being hired.

7. Entertainment

For any entertainment the organiser shall be responsible for:

- A) The prevention of overcrowding such as to endanger public safety
- B) Keeping all fire exits and gangways leading to them clear
- C) If any portable equipment is used proof, shall be provided that it has been suitably tested by a qualified person. Only tested and approved equipment may be used on Dawley Baptist Church premises.

If the premises are to be used for:

Concerts, dramatic performances, musical or film entertainment or if optical projection of any kind is to take place, the organiser must guarantee that:

- A) Permission has been obtained where necessary from the copyright holders for the public performance of plays, music, songs, gramophone records, video, DVD, CD or any other digitally stored media.
- B) The requirements of the licensing authorities, where necessary, have been met
- C) Where necessary, licenses for performance by children have been obtained in accordance with the Provision of Children and Young Persons Act 1969
- D) No play shall be performed or film shown, which is in any way offensive to public feeling or detrimental to public interest.
- E) In the case of film shows, special care and risk assessments shall be undertaken by the hirers to prevent fire. Sufficient fire extinguishers of the correct type shall be made available by the hirers and suitably trained people shall be at hand during the course of the event to correctly apply them should the need arise.
- F) Meetings for the sole purpose of promoting a political party will not be allowed.

8. Entertainment

Parking is only available under the following conditions:

- A) Vehicles shall be parked only in designated parking areas
- B) Any vehicle parked is done so at the owner's risk
- C) Any damage or injury to Dawley Baptist Church property or to any person whether connected to Dawley Baptist Church or not, caused by such vehicles or their presence on Dawley Baptist Church property is the responsibility of the person bringing the vehicle on to Dawley Baptist Church premises.

9. Continuous lettings

Continuous lettings may be entered in to and special agreements reached. Each case will be judged on its own merits by Dawley Baptist Church trustees.

10. Cancellations

Dawley Baptist Church reserve the right to cancel any agreement made.

A 25% charge will be made for cancellations made within 7 days of the booked date.

11. Payment terms

A deposit of £50 must be made at the time of the booking. This will be refunded within 7 days of the hiring, unless there has been any damage to the accommodation, the furniture or equipment, for which the user is responsible. In such an instance Dawley Baptist Church shall retain all or part of the deposit, to make good the damage that has occurred. If the cost of rectifying such damages exceeds the deposit a bill for the difference will be forwarded to the user for prompt payment (within 7 days of the invoice being received).

The hiring rates are shown separately within this document. Payment should be made for the hire within 7 days of an invoice being received.

12. Photocopier

Access to the photocopier is by prior arrangement. The charges made for photocopies are displayed in the photocopying room.

13. Cleaning

It is the responsibility of the hirer to arrange for the cleaning of the facilities. The cleaning should take place during the hiring period. Dawley Baptist Church reserve the right to charge for any cleaning required caused by the users activities if not cleared/ cleaned by the user.

All rooms used should be left in good order.

If furniture is required to be moved to assist the users function, then this must be made clear at the time of hiring and the request formally made on the hiring document. Due consideration by the Dawley Baptist Church trustees will be given and if agreed, the hiring document will formally acknowledge this.

14. Damage

Any damage caused to Dawley Baptist Church during the users hiring period shall be the responsibility of the user to make good.

The user has the responsibility to notify Dawley Baptist Church of any defect in the accommodation, furniture or equipment.

15. Health and Safety

It is the responsibility of the user to take reasonable care in relation to the activities they plan to undertake.

It is recommended that a risk assessment and method statement be undertaken for any activity involving children, vulnerable adults or any one deemed to be at risk by the activity being undertaken

The hirer shall comply with the provision of Dawley Baptist Church's Health & Safety Policy and will ensure that all those using the accommodation are aware of the appropriate safety procedure (a copy is available on request).

Where premises are to be used by children, the user agrees to comply with the Government's guidelines set out in the document 'Safe from Harm' / 'No secrets'.

16. Governance

The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.

The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.

The church may be entitled at any time ,on giving reasonable notice to the user, require the user to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building.

The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

The church may terminate this agreement immediately at any time if there is a breach of these conditions by the user.

Contact Details

Contact can be made by phone on

01952 610555

Or send a letter to:

Dawley Baptist Church
Park Road
Dawley Bank
Telford
TF4 2BG

How to find us:

Dawley Baptist Church is situated in the Dawley Bank area of Telford just off Bank Road.

Nearby landmarks:

The Queens Arms Public House is situated approximately 100m away on the same side of the road.

The C. W. Williams funeral directors is on the opposite side of the road.

Hire charges:

<u>Room</u>	<u>Rate per Hour</u>
Community Room	£11 (AV system chargeable extra at £3 per hour)
Kitchen	(inc. with hire of the Community Room)
Sanctuary	£30, includes use of AV system
Foyer	£9

Weddings:

Ministers fee	£120
Ministers travel	£20
Registrar's fee	£36
Organist fee	£50
Church fee	£90
Wedding Certificate	£4 (if requested on the day, £10 thereafter)

Funeral:

Ministers fee	£120
Ministers travel	£20
Organists fee	£50
Church fee	£90

If the sanctuary is being sought by another church for Baptismal or Concert purposes fees will be discussed on a per event basis.

Dawley Baptist Church - Letting Application Form

1. Name of organisation _____
2. Contact name _____
3. Address _____

Contact numbers: Person responsible for booking _____

Person supervising the activity (if different from above) _____

4. Email address _____
5. Description of proposed activity

6. Dates and time required (state if it is a regular recurring booking required)

7. Rooms required (tick):

- i. Sanctuary
- ii. Community room
- iii. Foyer
- iv. Kitchen

9. In the case of the activity involving children has your organisation agreed to comply with the Government's guidelines 'Safe from Harm'/ 'No Secrets'.

YES or NO

10. Have you or your organisation used Dawley Baptist Church premises before

YES or NO

11. Is your organisation a charity?

I confirm that the letting conditions contained within this document have been read and the terms of hire are accepted and will be complied with.

I enclose a cheque for £50 as a deposit made payable to: Dawley Baptist Church and confirm that the balance will be paid in full 7 days prior to the event taking place.

Signed _____ Print Name _____ Date _____