

The following definitions are applicable within the Terms and Conditions.

Church	The charity known as Thornhill Baptist Church (charity No 1126884) with buildings at Thornhill Park Road, Southampton SO18 5TR
Hirer	The person that signed the booking form, or if signed on behalf of an organisation, the named organisation on the booking form.
Deposit	The refundable amount taken to secure the booking and used to offset any fees that may become applicable according to these terms and conditions. The deposit fee of £25 may be provided as a post-dated cheque (single bookings only), cash or by bank transfer.
Booking Fee	The total fee due for the hall hire booking calculated based on the room rates and any additional charges. Any adjustment from the advertised rates must be agreed with the Church in writing.
Booking Form	The completed form setting out the required booking rooms, dates, times and durations.
Emergency Contact Number	The telephone number to call in the event of being unable to access the building at the booked time, a security issue or in the event of an emergency is 07866 108163.

Bookings, Cancellations, Amendments

1. To request a booking the Hirer must submit their Booking Form along with payment of the Deposit. The booking is only confirmed once the Deposit has been paid and the Church has provided confirmation to the Hirer.
2. Any provisional booking will not be binding until the booking has been confirmed by the Church in writing.
3. All the conditions, plus any special conditions imposed at the time of booking, apply unless specifically excluded when the booking is confirmed. Likewise, any special requests are only applicable if confirmed by the Church in writing.
4. The Hirer is responsible at all times for ensuring compliance with these Terms and Conditions. The Church will assume that anyone signing on behalf of an organisation is duly authorised to do so.
5. Single bookings must be paid at least 7 days in advance.
6. Regular bookings are invoiced monthly in arrears, with payment due 14 days from the date of the invoice. A 10% discount is offered if regular bookings are paid 6 months in advance.
7. For single hires, any Deposit paid will be returned after the hiring period (less any deductions). For regular bookings, any Deposit paid will be deducted from the first month's invoice.
8. Please notify the Church as soon as possible if you wish to cancel or amend your booking. Cancellations made with less than 7 days notice will result in a loss of your Deposit. Cancellations made with less than 48 hours notice will result in a loss of the Booking Fee.
9. The Hirer may only use the rooms that have been booked for the periods submitted on the Booking Form. Access to the Church and rooms will be granted according to the times on the Booking Form. Use beyond that which has been booked will be deducted from the Deposit or raised as an additional invoice.

10. The Church retains control, possession and management of the accommodation and the Hirer has no right to exclude the Church from the premises.
11. The Hirer shall not sub-hire or allow the building to be used for any unlawful purpose.

Notice

12. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the Hirer.
13. The Church reserves the right to cancel a booking at short notice if the buildings or access to the buildings is deemed unsafe, as a result of snow/ice/flood/electrical faults etc. A refund will be given for any booking cancelled for such a reason.
14. The Church is entitled, on giving reasonable notice, to require the Hirer to transfer to alternative comparable space elsewhere within the building. If the alternative space is not acceptable to the Hirer the Church will refund any corresponding booking payment and any Deposit paid.
15. The Church reserves the right to give one weeks notice to terminate or amend the hire agreement if any of the hire dates conflict with unforeseen Church activities such as funerals. The Church shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever. In such a case the Hirer shall be entitled to a refund of any Booking Fee and Deposit paid applicable to the dates in question.
16. The Church reserves the right to increase charges to Hirers with regular bookings giving two months notice.

Purpose

17. The premises should not be used for any activity that is in conflict with the purposes, doctrines or beliefs of the church. For details of these please visit the Church website at www.thornhillbc.org.uk.
18. The accommodation may only be used by Hirer for the purpose and during the period indicated on the Booking Form submitted to the church.

Access and Vacation of the Building

19. If the Hirer is unable to gain access to the building at the booked times, they should use the Emergency Contact Number.
20. At the end of the booking, rooms should be left in the condition in which they were found.
21. All furniture and equipment must be returned to the same position in which it was found.
22. Cleaning equipment is available for your use. Any crockery used must be washed up and returned to the cupboards.
23. All waste is to be removed off site by the Hirer.
24. The Hirer must ensure that all lights are switched off and windows are closed.
25. Unless agreed in writing it is the Hirer's responsibility for setting out and clearing away any furniture.
26. Any breakages or damage should be reported to the Church as soon as possible.
27. The Hirer is responsible for all damage (other than fair wear and tear) to the building, furniture and equipment.
28. Costs involved in replacing or making good any damage or breakage may be deducted from the booking Deposit or added to the Booking Fees

29. The Hirer must not leave in the building any equipment, furniture or articles of any kind unless by prior written agreement with the Church. Separate fees may apply for the provision of any storage facilities.

Building Use

30. The Hirer (or his/her authorised representative) must be present during the period of hire and ensure that these terms and conditions are observed.
31. No smoking or vaping is permitted anywhere in the building.
32. The storage, supply or consumption of alcohol is not permitted anywhere in the building.
33. Bookings made without full use of the kitchen are permitted access to the kitchen only for the purposes of access to water (hot, cold and boiling water) and to assist cleaning. Any further use of the kitchen including; use of kitchen equipment (other than the hot water boiler), use of crockery, use for storage purposes, use for food preparation etc requires the kitchen to be booked in addition to any other rooms. If significant use of the kitchen is expected for making drinks for a large group, the kitchen must be booked.
34. Only one booking of the kitchen will be permitted at any one time, but does not guarantee exclusive use, since other bookings are to be allowed access for water purposes, as set out in clause 29. Hirers are asked to cooperate with other users of the building needing access to water in the kitchen.
35. No animals other than Registered Assistance dogs are allowed in the church premises.
36. The Hirer shall ensure that no activity takes place that is in contravention of the law.
37. Hirers must respect that other rooms in the building may be used at the same time for other bookings or Church activities and this may impact the busyness of shared areas, such as the corridors, parking and toilet facilities.
38. Any behaviour which may be deemed as threatening or abusive at any time on the Church premises will result in an immediate termination of any booking.
39. No advertising of any kind may be put up anywhere on the Church premises or grounds without prior written agreement.
40. Car parking is available to Hirers on a first come first served basis. There is no guarantee that parking spaces will be available.
41. Hirers must respect the privacy and wellbeing of the Church's neighbours and should ensure that any amplified music is kept to a minimum with windows closed.
42. The Hirer must not leave the building unattended unlocked. If the Hirer does not have a key and no Church contact turns up to lock up at the end of the hire period they must contact the Church using the Emergency Contact number.
43. The Hirer must be mindful of the security of the building at all times.
44. Any use of Church equipment (such as PA, projectors, DVD etc) must be requested in advance.
45. Any special equipment (such as Bouncy Castles), especially if it is electrical or could reasonably be considered as having a fire or damage hazard, must be agreed with the Church in writing before the booking is made.
46. Any additional help provided to Hirers by Church volunteers that are not agreed on the Booking Form are provided on a goodwill basis and is not a commitment to provide such help on an ongoing basis.

Injury or Loss

47. The Hirer 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 building and the Hirer will keep the Church indemnified against any claims for which the Church is not responsible. As such the Hirer is responsible for arranging their own insurances, licences and policies as may be legally required for the purpose of the booking. The Church reserves the right to decline, cancel without notice or curtail hire if the Hirer cannot provide documentary evidence of compliance with this condition when requested.

Safety

48. The Hirer must ensure that appropriate policies and procedures are in place and observed where activities are being provided to Children and/or Vulnerable adults.
49. The Hirer must have appropriate public liability insurance in place that covers the activities to be undertaken in the building.
50. The Hirer is responsible for ensuring all persons present with their booking familiarise themselves with the positions of the fire exits and fire fighting equipment. In the event of a fire, the first priority is to evacuate the building and call the Fire Brigade. The Hirer should take every precaution to prevent fire, observe the Fire Alarm system and not to obstruct the emergency exits.
51. The Hirer should record the details of any accident or incident occurring during their hire period which did or could give rise to injury or illness as soon as possible after the accident/incident and in all cases before leaving the premises. The accident book is located in the main corridor towards the front of the Church building. The Hirer should also notify the Church Office within 24 hours of all such incidents.