

Room Booking Terms and Conditions

Definitions:

"Church" is Albany Road Baptist Church.

"Hirer" is the person who is responsible for the booking and/or payment of the hiring charges.

"Premises" is the entrance, exit, and any adjoining room, as well as the room being hired at the Church.

"User" is the person leading and present at the event booked.

1. The agreed fee for use of the Premises must be paid in advance of the hiring.
2. A deposit of £50 may be required which will be refunded within seven days of the hiring unless there has been any damage to the Premises or the Church's furniture, fixtures, fittings or equipment, for which the User is responsible, and in which the Church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
3. The Church retains control, possession and management of the Premises and the User has no right to exclude any person from the Church who may occasionally need to enter the Premises during a booked event.
4. The User is responsible for all damage and costs of repair or replacement to or on the Premises (other than fair wear and tear) or any of the Church's furniture, fixtures, fittings or equipment which is occasioned in whatever way by the use of the Premises.
5. The accommodation may only be used by the individual or organisation, for the purpose and period indicated on the application form submitted to the Church.
6. The Church may be entitled at any time on giving reasonable notice to the User, require the User to transfer if possible to an alternative or comparable room elsewhere within the building.
7. After use of the Premises, it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring, and the User must ensure that all lights are turned off, and all doors and windows securely closed.
8. The User must ensure that while in the Premises no person smokes, and that no alcohol is supplied or consumed.
9. The User must not leave in the Premises 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.

10. The User agrees that the Church accepts no responsibility for injury or loss to persons or property arising out of the use of the Premises apart from such injury or loss which arises from the Church's responsibility for the general maintenance of the Premises and the User will keep the Church indemnified against any claims for which the Church is not responsible.
11. The User has a responsibility to notify the Church of any defect in the Premises or in any of the Church's furniture, fixtures, fittings or equipment in the Premises.
12. The User will comply with the provisions of the Church's Health and Safety Policy and will ensure that all those using the Premises are aware of the appropriate fire exits and safety procedures.
13. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
14. Where the 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*'.
15. The User is responsible for providing their own first aid kit and mobile phone and be aware there is no landline available in case of an emergency.

Privacy Notice:

As a church we take our responsibility very seriously in the way we handle your data. The personal information you provide us with will only be used for the purpose given. In this case that is in dealing with you hiring a part of our premises. It will not be shared with anyone else and will only be kept whilst you are in a contractual agreement with us.

You can at any time ask to see the data held about you and ask for it to be removed. Please be aware that should you ask for your information to be removed it could impact our continuing hiring arrangement with you.

If you are concerned about the way your information is being handled, please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

The Data Protection Officer is our Church Secretary Cynthia Lang. Cynthia can be contacted on admin@albanyroadbaptist.org or the church phone number 02920 493 430

The Data Controller is our Senior Pastor – Rev Richard Hardy. Richard can be contacted on richard@albanyroadbaptist.org or on the church phone number.



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Office open Monday to Friday 9.00 am to 12 noon