

Downton Baptist Church: Hall and Church Users Booking Form

We welcome you to our Church, we have some things we must ask of you to keep you and our premises (which are the Church Building, Car Park and the Field) safe for others

Conditions of Use

Risk Assessment:

As part of our legal responsibilities for hiring our premises, we are obliged to ask for a Risk Assessment for your Event. This needs to demonstrate measures to include safety, hygiene and safeguarding. If you do not have a Risk Assessment of your own to use please visit our Website www.downtonbaptist.org Under Forms for DBC where you can obtain a Blank Risk Assessment to download and complete. Your Risk Assessment will need to be checked by our Trustees in good time before your Event date. Please let us know if you need any guidance in completing this.

Church Office Details:

The Church Office is open Monday to Thursday, 9.00 am to 1.00 pm.

Address: Downton Baptist Church, South Lane, Downton, Salisbury, Wiltshire SP5 3NA.

Telephone: 01725 512971

Email: office@downtonbaptist.org

Our Facilities for Hire:

Hall, Kitchen, Toilets and Field. (Please note small adjoining rooms are **not** available for use).

Toilets can be accessed from the exterior of the Church if required. (Please let us know if you require this).

If you would like use of the field please note: **No** dogs allowed. **No** open fires allowed.

Please also advise us if you need electricity in the field.

Kitchen:

Use of the kitchen can be arranged. All hirers serving food must complete the Event Food Safety Record, which can be found on the noticeboard in the kitchen.

The fully equipped kitchen is stocked with crockery and cutlery.

Keys: Please fill out form attached with details of person taking responsibility for the Church Keys and Church Security. We can then provide you with arrangements for collection and return of the keys.

Charges for rental:

The cost is £30.00 per session.

A session is either: Morning, Afternoon or Evening.

Exact time to be agreed.

Parking:

Hirers are reminded that cars should be parked in the car park gravelled area at owner's own risk and not in South Lane.

Fire and Health and Safety Procedures:

Our Fire and Health and Safety policies are displayed on the notice boards in the foyer and main hall. Copies will have been sent to you together with the Booking Form, if you have not received them, then please email the Church Office with a request. All users must ensure that they are aware of procedures and actions. Please be clear that you are responsible for your own operations.

Licences:

Downton Baptist Church does **not** hold an alcohol/liquor licence and we are not able to support an application for temporary licence. This means that alcohol may **not** be sold on the church premises. Please note that new laws mean that alcohol cannot be exchanged for a donation, or included in the ticket price, without a licence. Downton Baptist Church does **not** permit gambling on the premises, including raffles.

Smoking/Vaping:

There is **no** smoking/Vaping on church premises.

Safeguarding:

Downton Baptist Church adheres to a Safeguarding Policy for the protection of children and vulnerable adults and it is essential that hirers undertake the same legal requirements. Please note that other areas of the premises may be used by other groups and that access to the toilets and kitchen may be shared. Please check if you need a music licence for your activity.

Other Users:

The Church may be used by others, and we will do our best to inform you.

Music/Noise:

Please seek advice for appropriate Licences required for your event. Any live music or played music must be kept to acceptable levels and we ask it to be turned "off" by 11.00 pm.

Insurance:

Please make sure you have the correct insurance in place.

PAT Test Notification Labels: Any portable appliances brought onto the Church premises must have current PAT Test labelling.

Our Commitment to you:

We welcome you to use our Church premises and will endeavour to support you.

Your Commitment to us:

To leave the Church premises and field in a clean and tidy state (bucket and mop provided in toilet/shower), ensuring all rubbish is removed into bins, clearly labelled, at the rear of the Church and recycling bins used.

Access to the Church Hoover is available.

Please return chairs and tables as found.

Report any problems or damages to the Church Office as soon as possible.

Switch off electrical appliances (except fridges) after use.

To ensure the security of the premises during your stay and on departure.

To return the keys as agreed.

Methods of payments:

Cheques made payable to: 'Downton Baptist Church'. If by Bank Transfer (BACS): - Bank Transfer to: CAF Bank Limited. Our Account Name: Downton Baptist Church.

The Sort Code: 40-52-40. The Account Number: 00020728.

Privacy Notice: (to be amended shortly)

Under Data Protection legislation the church Charity Trustees of Downton Baptist Church are the Data Controller and can be contacted by ringing 01725 512971 or emailing office@downtonbaptist.org

We are collecting this information to enable the Church to keep in touch with you and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest.

Your name and contact details will be entered into our Church database which is held on the Church Office computer which is password protected and accessed only by the Ministers, the Trustees and Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Ministers. This information will NOT be disclosed to anyone else without your consent.

If you serve Downton Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Office. You also have the right to ask for information which you believe to be incorrect to be rectified.

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

Booking Form To Complete:

Type of Contact	Church Booking		
Personal Data			
Name			
Organisation			
Address			
Telephone number (Home)			
Telephone number (Mobile)			
Email Address			
I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church and used to contact me in connection with this booking.	Signature:	Date:	
Booking details			
Date requested for the booking:	Date:		
Please circle session: Morning / Afternoon / Evening	Time:		
Number of people expected			
Nature of booking			
Long Term Bookings	Commencing		Finishing
	Detail of Hire: Day, term time etc.		
Rate agreed for regular users			
Key Holders Form (P.T.O.) completed for users.	Yes/No		

I accept the terms of the booking and have arrangements for payment online or by cheque.	Signature:	Date:

Details of those who will take responsibility for being Church Key Holders

Personal Data for Key Holder	
Full Name	
Address	
Telephone number (Home)	
Telephone Number (Mobile)	
Email address	
I have read the conditions of use and privacy statement and will return the key at the end of this agreement.	Yes /No
I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church.	Yes/No Signature Date