

ROOM HIRE

AT CHATSWORTH BAPTIST CHURCH



TERMS & CONDITIONS OF BOOKINGS

Applications for the use of these premises are accepted at the discretion of CBC and we reserve the right of refusal without explanation. Political / religious and other groups and organisations **MUST** state the **NAME** and **ADDRESS** of their organisations and give full details of the purpose of their event.

Failure to do so may result in the cancellation of the booking at short notice.
(Numbers must not exceed those agreed on the booking form.)

Administrative Fee & Damage Deposit:

£15 non-refundable administrative fee applies for all bookings.

*We will also apply a refundable damage deposit for all bookings (equivalent to 1.5 hours of the room's rental fee.)

Deductions will be made from the deposit if the **event overruns the agreed time** on the booking form or if the condition of the room after the event **requires repair or additional cleaning.**

We do advice: Please **Do Not** use sellotape on walls; use Blu-Tack only and remove carefully.

(Refunds, either full or partial, will be made within 7 days after the event occurs.)

Payment*Terms:

- All bookings must be **paid in full at least 1 month in advance.**
- Bookings made less than one month before the event **require full payment immediately.**
- Bookings made more than one month in advance **require a 50% deposit upfront**, with the remaining **balance due one month before the event date.**

Cancellation Policy:

- **30+ days' notice:** no cancellation fee.
- Less than 30 days' notice: **£35 cancellation fee.**
- Less than 10 days' notice: **50% fee payable.**

PTO

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Continued

Noise & Music:

Please note that this is a multi-use building in a residential area. Reasonable sound levels must be maintained at all times, and noise should be reduced if requested by a member of staff. Excessive loud music is not permitted.

Security:

All outside doors must be **kept shut for security reasons** and must not be propped or left open **at any time**. This is for your safety, to ensure that only people included in your booking are on the premises, and to prevent unwanted guests, especially when children are present.

Furniture & Cleanliness:

Limited tables and chairs are provided for each booking (including kids tables and chairs if applicable) hirers must set up and clear away any equipment used (table and chairs) **ensuring the Rooms are left clean and tidy as found.**

Vacating Premises:

All bookings must end by the agreed time. **Evening events must finish by 10pm**, allowing **1 hour** for cleaning / pack-down. **The building must be fully vacated by 11:00pm**; failure to do so will result in deductions from the deposit.

Main Kitchen / Kitchenette:

Equipment such as ovens and fridges are available for use, along with counter space, which must be left clean after use. Please note: the Church does not provide kitchen supplies such as plates, cutlery, glasses, or cups, so please bring your own if required. We also ask that you bring your own tea towels if needed.

Rubbish & Recycling:

All rubbish from the kitchen and other rooms used must be bagged. No rubbish of any kind should be left inside the church premises. Large bins are available outside the main hall entrance, and the caretaker will unlock them and show you their location upon your arrival. (Do not put paper plates with food in recycling; use black bin bags.)

- Large blue bin: General waste in black bags
- Large green bin: All recyclable materials placed loose (Cardboard boxes, plastic containers - without food)

The church accepts no responsibility for loss, damage or injury, however caused.