



CHATSWORTH BAPTIST CHURCH

Chatsworth Way, London, SE27 9HN

Tel: 0208 761 0011

Email: office@chatsworthbaptist.org.uk

Website: chatsworthbaptist.org.uk

Charity Commission with registered number: 1213270

ONE-OFF EVENT BOOKING FORM - WEEKDAYS

(Thank you for considering us to host your event. If we are able to accommodate your booking, an invoice will be forwarded to your e-mail upon receipt of the completed form, together with our bank details for payment. - Please read our Terms & Conditions for further details.)*

NAME: _____

ADDRESS: _____

TEL NO: _____ EMAIL: _____

DATE REQUIRED: _____ NUMBER OF PEOPLE EXPECTED: _____

RENTAL TIME: from: _____ to: _____
(including at least 30 minutes for set-up and clearing up)

PURPOSE OF HIRE: _____ DO YOU INTEND TO HAVE MUSIC?

WHICH ROOM / ROOMS DO YOU REQUIRE? _____

USE OF KITCHEN REQUIRED? (please tick) YES NO

RENTAL CHARGES: *(Saturdays: £10 more per hour, per room)*

GOODWIN HALL	£75.00 per hour - with use of the kitchen	£85.00 per hour
MILLS HALL	£60.00 per hour - with use of the kitchen	£70.00 per hour
YOUTH CAFÉ	£40.00 per hour - with own kitchenette	
SANCTUARY	£110.00 per hour	PRAYER CHAPEL £30.00 per hour

Bookings of **4 hours or more** will receive 50% discount on our hourly rate for **Setup** (one hour before) and **clear-up** (one hour after) the event. Any additional time required beyond this will be charged at the full rate.

Please be aware that smoking and alcohol consumption are strictly prohibited on the premises.

Additional guidelines, including those relating to music, can be found in our Terms & Conditions, which all hirers are required to read.

I have read the T&C's and accept the conditions outlined for the booking:

Signed _____ Date _____ **PTO for Conditions of Booking**

(By signing this booking form you agree to accept and acknowledge all the detailed conditions.)



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Please provide the following details:

As part of your booking we will require to take a damage deposit as mention on our terms and condition page - The refund, either full or partial, will be made within 7 days after the event occurs. Once actioned it would take around 2 full working days for the sum to be reflected on your bank account.*

Full Name: _____

Bank Name: _____

Account Number: _____

Sort-Code: _____

An invoice will be forwarded to your e-mail upon receipt of the completed form, together with our bank details for payment. - Please read our Terms & Conditions for further details.)*

Please can we ask you to use your Surname and Invoice number as the reference name when making a payment for the booking.

Please turn over for our full CBC Term's & Conditions



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CHATSWORTH BAPTIST CHURCH - CBC: T&C's OF BOOKING

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 advise: **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**.

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.

Updated February 2026