



# TBC Terms and Conditions of Hire

LIVES BEING TRANSFORMED

TBC, Darenth Avenue, Tonbridge, Kent TN10 3HZ

01732 352824 // office@tonbridgebaptist.church // [www.tonbridgebaptist.church](http://www.tonbridgebaptist.church)

TBC is home to Tonbridge Baptist Church, a community of Christians in Tonbridge, Kent who believe positive transformation comes from the infinite love of God, seen in the uniqueness of Jesus and experienced through the power of the Holy Spirit. TBC is available for hire to external organizations from time to time providing:

- All bookings at TBC are subject to the Terms and Conditions of Hire
- All intended details of the Booking are supplied in writing on the Booking Form
- A 25% deposit is paid to secure a booking

## Definitions

<b>TBC</b>	Tonbridge Baptist Church
<b>Booking</b>	An event or use of a 'Space' booked by you, the 'User', at TBC, the 'Building'.
<b>Booking Sequence</b>	A series of 'Bookings' made by one 'User' on one 'Booking Form'.
<b>Booking Form</b>	The booking form constitutes the written agreement to hire a 'Space', giving the specific details of the 'Booking'
<b>Building</b>	The building known as Tonbridge Baptist Church, located on Darenth Avenue, Tonbridge
<b>Space</b>	That part of the 'Building', which you are hiring, as identified in the 'Booking Form'.
<b>User</b>	You, the individual or organisation hiring a 'Space'.

## 1. Terms of Hire

- 1.1. TBC uses the online system 'ChurchSuite' to manage room hire. User contact details will be stored in this way in order to process bookings.
- 1.2. The User may only use the Space for the purpose and period indicated in the Booking Form, time for setting up and clearing the room must be included within the period of hire. No permission is given to sublet the Space and no relationship of landlord and tenant is created between the User and TBC.
- 1.3. TBC reserves the right, on giving reasonable notice, to transfer the User to an alternative or comparable Space elsewhere within the Building.
- 1.4. TBC retains control, possession and management of the entire Building and the User has no right to exclude TBC staff or leadership from any part of the Building.
- 1.5. The User should notify TBC of any defect in the Building, furniture or equipment.
- 1.6. The User is responsible for all damage (other than fair wear and tear) to the Building or any of TBC's fixtures, fittings and equipment, which is caused by the use of the Building.
- 1.7. TBC is located in a residential area. Music or amplified sound should not be heard outside the Building and must end by 22:30. Everyone leaving the Building must do so in consideration for our neighbours.
- 1.8. The User is responsible for ensuring that the Terms of Hire are brought to the attention of Third Parties such as party entertainers.
- 1.9. The User must remove all equipment from the Building at the end of every Booking. There are no facilities to store equipment onsite between Bookings.
- 1.10. Please note the following restrictions:
  - 1.10.1. TBC does not permit: alcohol, smoking, gambling, betting, smoke machines, films where entry is charged or classified 12a or above, supply or use of drugs (except medicinal), cycling, skateboarding, use of scooters, political meetings, overnight sleeping, any act of worship other than Christian worship, any activity that would cause offence to persons who hold to TBC's Statement of Faith, beliefs or doctrines or which conflicts with those beliefs.
  - 1.10.2. No animals other than assistance dogs are permitted without prior written permission.
  - 1.10.3. Fixings used to attach items to walls or floors must not damage the Building or remove paintwork and must be removed after use.

- 1.10.4. Ball games (soft balls only) may only be played in Mersey and Brent.
- 1.10.5. Use of the main kitchen, other than for drinks preparation, is only permitted following an induction with the TBC chef and under supervision of an individual with a Level 2 Food Hygiene qualification.
- 1.10.6. Flammable items must not be put near light fittings or heaters.
- 1.10.7. Please follow the instructions for use of the lifts (on the operating panel) at all times and do not use if there is no-one else onsite. Children may not use the lifts unsupervised.
- 1.10.8. TBC does not hire AV equipment. The in-house system may only be used by trained personnel; connection to and reconfiguration of this system may only occur in the presence of and with the permission of a TBC engineer.

## **2. Payment and Termination**

- 2.1. Payment can be made by cash, cheque (payable to Tonbridge Baptist Church) or BACS: Sort Code 56-00-36, Account 39908925. BACS payments must be clearly referenced 'Booking name – Date'.
- 2.2. Occasional Bookings are to be paid in full no less than 7 calendar day in advance.
- 2.3. Ongoing bookings and regular Users will be invoiced. Payment terms are 28 days after invoice date.
- 2.4. The User must give one months' notice of termination for an ongoing contract. Should TBC need to terminate the contract, or cancel a single date, TBC will endeavour to give one months' notice.
- 2.5. In the event of a cancellation, The User shall pay TBC a termination fee as follows:
  - 2.5.1. Notice of cancellation of more than 28 calendar days: TBC will refund the hire charge in full.
  - 2.5.2. Notice of cancellation of between 8 and 27 calendar days: 25% of the hire charge.
  - 2.5.3. Notice of cancellation of 7 calendar days or less: 100% of the hire charge and all related charges.
- 2.6. Ongoing contracts will be reviewed annually for the following calendar year.
- 2.7. A damage deposit of £50 is required 7 calendar days before the start of party bookings. This will be returned after the booking directly into your account using the details you give. The cost of any repairs or additional cleaning needed because of the Booking will be deducted from the deposit.
- 2.8. Should operational failure render the Space unusable, and an alternative Space is not available, TBC will refund 100% of the hire fee.

## **3. Insurance**

- 3.1. The User agrees that TBC 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 TBC's responsibility for the general maintenance of the accommodation.
- 3.2. All programme content of the Booking is run and participated in at the User's own risk. The User will keep TBC indemnified against any claims for which TBC is not responsible.
- 3.3. For regular, commercial and public Bookings, the User must provide TBC with evidence of current Public Liability Insurance up to £5million.

## **4. Emergencies**

- 4.1. In the event of an emergency when the office is closed, or if you are meeting outside of regular staff hours, and the fire alarm sounds when there is no evidence of fire, call the TBC Emergency Number 07743 591288 for assistance.
- 4.2. On arrival, the User should familiarise themselves with the location of emergency exits and fire extinguishers, and ensure these are kept accessible at all times. A map is available in each room along with a Fire Action plan.
- 4.3. In the event of a fire, call the fire brigade on 999 and clearly give the address: Tonbridge Baptist Church, Darenth Avenue, TN10 3HZ and then contact TBC staff on the emergency number above. Only tackle the fire if it is blocking your exit. Fire extinguishers and blankets are located throughout the building.
- 4.4. The User is responsible for ensuring all members of their group exit the building safely and their room is empty. Once your group is at the Assembly Point (on the grass between TBC and Speyside), take a register and report back to the Fire Warden at the Assembly Point (during office hours) with the following information: Which room/s you have checked and are clear; Whether everyone is accounted for; If anyone is not accounted for, their name and where they were last seen. Outside of office hours you will need to give this information to the Fire Brigade.
- 4.5. There is a First Aid Kit and Accident Book in reception. If an incident occurs, an accident form must be completed and left at reception or in the blue letterbox if the office is closed.

4.6. If gas is smelt, the gas supply in the kitchen can be turned off by hitting the red button by the ovens.

## **5. Building Security**

- 5.1. The main entrance doors must not be propped open at any time. Push buttons for the entrance doors are behind the reception desk and to the right of the door (inside).
- 5.2. It is the responsibility of the User to ensure they allow only their guests access to the Building. The User is not permitted to admit other groups or individuals onto the premises.
- 5.3. It is the responsibility of the User to ensure all doors and windows are secured on leaving the Building.

## **6. Parking**

- 6.1. TBC has a car park with 42 parking spaces including 3 disabled spaces marked in white and a number of wall mounted bike stands. All spaces marked in yellow are for residents of Leslie Tew Court. Additional parking is on the side of Derwent Road adjacent to TBC and the car park and on one side of Darenth Avenue. There is also a large free public car park at Tonbridge Farm Sportsground.
- 6.2. The User should ask guests to park safely and legally - not within 10m of a corner, opposite a junction or over a dropped kerb - and to take note of parking cones.
- 6.3. If 100+ guests are expected, or if asked by TBC staff, the User must provide a car park steward. TBC can provide a high visibility vests and parking cones for this purpose on request.
- 6.4. Users and their guests should not park in local residential roads, parking bays or the cemetery layby.

## **7. Licences and permissions**

- 7.1. TBC has a TV licence and is pleased to provide free WiFi on 'TBC\_Public WiFi' to all Users.
- 7.2. TBC is licensed as a community hall for live or recorded music and not for profit film showing between the hours of 08:00 and 23:00, for audiences up to 500 people.
- 7.3. Where the Space is to be used by children, the User agrees to comply with the Government's guidelines set out in 'Working Together to Safeguard Children 2015' [www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk).
- 7.4. Users running activities for under 18 or vulnerable adults must ensure appropriate staffing ratios and that all workers aged 18 or over, whether paid or voluntary, have an up to date Disclosure and Barring Service (DBS) check. A copy of TBC's safeguarding policy is available on request.
- 7.5. Any electrical equipment to be used onsite must have a valid PAT certificate

## **8. Accessibility**

- 8.1. Lifts to the upper floor and Derwent are in the reception area. Accessible WCs are available in Darenth and next to Derwent on the ground floor and next to the Youth Room on the upper floor.
- 8.2. The Worship Room is equipped with an induction loop for hearing aid users when the in house PA system is in operation. Hearing aids must be switched to position 'T' and wearers must sit in the main floor area.

## **9. User's Checklist on Leaving the Building**

- Close all windows and entrance doors to the building.
- Put any loaned keys in an envelope (attention TBC Office and clearly labelled with Booking name) in the blue letterbox in the reception area or return them during office hours.
- Return chairs or tables to the room they came from; stack trestle tables securely in the table trolleys, stack chairs and blue children's tables around the edge of the room.
- Take all rubbish home
- Report all damages and accidents to [office@tonbridgebaptist.church](mailto:office@tonbridgebaptist.church).
- Empty urns and kettles.
- Wash, dry and put away any cutlery, crockery or kitchen equipment used.
- Empty the dishwasher and turn off.
- Turn off all electrical equipment.
- Ensure taps are turned off in kitchen and toilet areas.
- Ensure lights are turned off unless sensor controlled.
- Leave heating controls as they were on arrival.
- Ensure the toilets are left clean and presentable.
- Ensure all floors are swept / vacuumed / mopped as applicable – all necessary equipment is in the cleaners cupboard in the main corridor.