

Downton Baptist Church Booking Church Users

Conditions of use

Church office hours:

The Church office is open Monday to Thursday, 9.00am to 1.00pm.
Downton Baptist Church, South Lane, Downton, Salisbury, Wiltshire SP5 3NA.
Telephone 01725 512971 Email: office@downtonbaptist.org

Our Facilities:

The Church consists of foyer, hall, Kitchen, side room, toilets and field.
Toilets can be accessed from the exterior of the church if required.
If you would like use of the field please note: **No** dogs allowed.

Keys:

You will be provided with details of collection and return of keys.

Charges for rental:

The cost is £25 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 at owners own risk and not in South Lane.

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 stocked with crockery and cutlery.

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. All users must ensure that they are aware of procedures and actions. Please be clear that you are responsible for your own operations. Copies are available on request.

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:

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

Safeguarding:

Downton Baptist Church adheres to a Safe to Grow 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.

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:

By arrangement, to offer you the use of the Church premises.

Your Commitment to us:

To leave the Church premises and field in a clean and tidy state, ensuring all rubbish removed into bins at the rear of the church and recycling bins used.

Please return chairs and tables as found.

Report any problems 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.

Please see attached Hire of Hall/Church Checklist.

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.

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

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: 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 completed for regular users.	Yes/No		
I accept the terms of the booking and have arrangements for payment online or by cheque.	Signature	Date	

Key holders for booking

Personal Data for key holders	
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

Personal Data for key holders	
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

Hire of Hall/Church Check-List

We are so blessed that our Church is used every day of the week, either by members or visitors. We have groups and events on most days.

Therefore, we all need to make sure that at the end of every activity, that things are cleared away completely, ready for the next user. We ask this because we share our lovely Church and we need to work together to keep it a welcoming environment.

Before Arrival

- Please make sure all bookings are made through the Church Office, even if it is only equipment you are using.

During the Event

- Please do not tape/Blu Tack anything to walls or doors as it damages the paintwork.
- If you **need** to store something after the event then please make arrangements in the Church Office or Fabric Committee before hand, as this may impact other users.
- Please make sure nothing is left on the floors.
- Please do not unplug any sound or electrical equipment.

After the Event

Please check before you leave the building:-

- All exterior doors are locked.
- All fire doors are closed.
- All lights are turned off.
- All toilets are flushed and taps turn off.
- All tables (cleaned) and returned to storage unit provided.
- All chairs are stacked against the wall in the room you found them in.
- You have packed away everything you got out.
- Floors vacuumed after your group or event. Please do not leave anything on the floors.
- All rubbish re-cycled at the rear of the church. Any large items removed for re-cycling.
- Please take home things you have brought, or place them in the lost property box.
- If you have storage space in any cupboards then please keep your equipment on your allocated shelves.
- Please check with the Church Office about use of toys and if used please replace them as you have found them.

Kitchen

Please check:-

- Washing up done and put away any items used.
- Tops of units have been cleaned together with cooker top if used.
- Empty, drain and turn off the dishwasher, instructions on wall in the kitchen.
- No items are left in fridges.
- If you have been cooking please complete cooking log (black file) in the kitchen.
- Turn off all electrical equipment, except for fridges.

Thank you for taking the time to read the above checklist, and if you have any queries then please contact the Church Office.