

STOCKWELL BAPTIST CHURCH

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Tariff and Booking Form 2019

Please complete the boxes that are applicable

Name of Organiser		Date of Hire/Event	
Email		Expected number	
Telephone Number		Purpose of Hire	
Name, Address and Postcode of Organisation		Invoicing Address (if different) and Registered Charity Number (if applicable)	
Time access required (e.g. for your set-up)		Departure time (allowing for your set down)	
Start time of event		End time of event	

Select room(s) for the event/activity and complete the boxes for the total room hire.

Room Hire	Room Capacity	Total Hire Time in hours (including setup and set down)	Rate per Hour (8am to 10pm)	Total Room Hire £
Main Auditorium	400		x £120	
Hall	100		x £50	
Fellowship Room	35		x £25	

Complete the boxes below to book additional facilities - subject to availability.

Please note: VAT is charged on facilities hire.

Facilities Hire	Cost	Event Time	Total Cost	VAT at 20% £	Cost incl VAT £
P.A. System	£20 p/hr of event				
Laptop and/or Projector	£20 p/hr of event				
Musical Instruments	£10 p/hr of event per instrument				

Notes: Anything else you would like to tell us?

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TOTAL FACILITIES CHARGE	£
TOTAL ROOM HIRE CHARGE	£
TOTAL CATERING CHARGE	£
GRAND TOTAL	

Please note that Stockwell Baptist Church will confirm your booking once this form has been completed. By passing this form to Stockwell Baptist Church (with or without a deposit) does not necessarily confirm that the booking is accepted. We aim to advise you about the booking within a week.

I apply for the use of Stockwell Baptist Church facilities for the purpose stated and agree to the terms and conditions (overleaf) and payment of all costs associated with the hire.

If a deposit is required, I agree to enclose a deposit of 30% of the anticipated room hire cost of the booking.

Name

Signed

or

Date

Please note: This Booking Form must be returned within 14 days as provisional bookings will not be held beyond this period. When sending the 30% deposit, please make cheques payable to 'Stockwell Baptist Church'

Terms and Conditions for Use of Stockwell Baptist Church (SBC) – January 2019 onwards

- The Hirer must state the nature, purpose, content and programme of the event for which the premises are required by completing the Tariff & Booking Form in full.
- SBC Management (SBCM) should approve any publicity material used to promote the Hirer's event.
- SBC may not be used for the promotion of any teachings or activities that, in the opinion of the SBCM, may be inconsistent or in conflict with the aims or beliefs of SBC.
- The SBCM expects high standards of behaviour from all its hirers and the named Hirer will be responsible for the conduct of their group whilst on SBC premises. The Hirer is responsible for ensuring that guests leave the premises including the car park area, in a quiet and responsible manner having due regard for local residents.
- The premises must be left in good order and vacated not later than the time booked. A charge may be levied for any time the premises are occupied over and above that booked.
- The Hirer will be responsible for any damage to the building or its contents by members of the Hirer's group. The SBCM retains the right to levy a charge in addition to the agreed hire charges where the Hirer's group causes damage to the building or its contents.
- Parking spaces on SBC premises is limited, and hirer and guests are advised to observe the normal roadside parking restrictions.
- The Hirer is responsible for ensuring that the numbers attending an event do not exceed that quoted on the Tariff and Booking Form or other associated correspondence.
- Recurring bookings will be limited to not more than 12 months and will be subject to renegotiation and the signing of a new Tariff & Booking Form. Previous compliance to these terms and conditions will be taken into account as part of this renegotiation process.
- The Hirer must not sub-let under any circumstances to another individual or group.
- External catering is not permitted in SBC unless agreed by the SBCM.
- SBC is a non-smoking environment. The Hirer is to ensure that those attending the event who wishes to smoke do so outside the building and away from the entrance doors.
- The sale and consumption of alcohol, late night refreshment, and the provision of regulated entertainment is prohibited on SBC premises.
- The SBCM reserves the right to refuse, cancel or alter any booking at whatever notice they deem necessary if the premises are required for official purposes, for maintenance/refurbishment activities or for any other reason according to these terms and conditions and/or for any legal or safety reason.
- VAT is not payable on Room Hire charges.
- VAT is payable on all Facilities Hire items.
- VAT is payable at the prevailing rate in force at the time of the event, currently 20%.
- Payment terms are strictly 30 days from the date of invoice. The SBCM reserves the right to charge interest on late payments. Interest will be charged at a rate equivalent to 10% per annum.
- Booking Cancellations:
 - If any booking is cancelled with less than 60 days notice the deposit paid will be forfeited in full.
 - If any booking is cancelled with less than 30 days notice the Hirer is liable to pay 50% of the Room Hire Charge.
 - If any booking is cancelled with less than 15 days notice the Hirer is liable to pay the full Room Hire Charge.
 - If reductions in Catering numbers occur with less than 7 days notice the Hirer is liable to pay the full Catering Charge.
 - The SBCM reserves the right to re-hire times and spaces where possible.
- Telephone bookings should be followed with a signed Tariff and Booking Form & 30% deposit to be received by SBC whenever possible at least 14 days prior to the date of hire. The SBCM reserves the right to re-let times and spaces where a signed Tariff and Booking Form & deposit have not been received in due time.
- Events will normally be expected to finish by 10pm allowing the premises to clear by 10:30pm unless prior permission to extend beyond these times is obtained from the SBCM.
- SBC will not be available for events that could lead to excessive noise levels for local residents such as discotheques or rock concerts.
- SBC holds Public Liability Insurance and a copy of the certificate is displayed in the main foyer area. SBC accepts no liability for the loss or damage to any property belonging to any users of SBC premises including the parking area or for personal accident or injury sustained by any person using SBC premises except in circumstances where negligence on the part of SBC is proven. Hirers are encouraged to hold their own public liability insurance cover where appropriate.
- First Aid equipment is provided at the First Aid Point located at SBC office. All accidents or 'near misses' must be recorded in SBC Accident Book located at the First Aid Point.
- Any lost property found on the premises will be logged and held for 14 days and then disposed of to a good cause.
- Hirers are not permitted to bring their own electrical equipment into the building for use, except with prior arrangement with the management. Any equipment used must have an up-to-date PAT certificate.
- All events must comply, wherever applicable, with relevant legislation and regulations, including but not limited to health and safety, food safety, fire, and licensing.
- The Hirer is not allowed to advertise and/or promote their event until permission has been issued. Any promotion of an event before the permission is issued is undertaken at the Hirers own risk and SBC cannot be held responsible if permission is subsequently refused.
- advertisement or publicity material without first having obtained the Church's written consent