



Terms & Conditions of Hire of the Tove Valley Centre

PLEASE READ CAREFULLY BEFORE BOOKING

Tove Valley Baptist Fellowship (TVBF) extends a warm welcome to the local community and wants to see the Tove Valley Centre (TVC) utilised in a way that advances the Church's work within the community of the Tove Valley. We have the right not to accept bookings for activities which conflict with the Christian faith and TVBF vision, values and theology, or that prevent our regular activities from functioning in full.

1. Hirers

- 1.1 You must be aged eighteen or over before we will consider your application to hire the premises
- 1.2 The building may be used for any purpose which is in keeping with the aims and values of Tove Valley Baptist Fellowship

2. Room Hire

- 2.1 The room hire charge is based on when the room is first occupied and last vacated and not from when the event begins and ends. Only in case of emergency will access be granted to the premises before the agreed time. Any persons/group found to have extended their booking without prior notice or agreement from the Church will be liable to an additional hire fee based on the relevant hourly rate.
- 2.2 Room hire will be confirmed in writing following a successful enquiry and will not be deemed secure until a minimum 25% deposit is received.
- 2.2 No refund will be given in respect of any reduction in your room requirements once your booking has commenced unless the Church in their absolute discretion considers it reasonable to do so. The decision of the Church will be final and binding. Any additional requirements not previously quoted for will be subject to the relevant charges.

3. Period of Hire

- 3.1 You must keep strictly to the period of hire specified in your application form. You must reimburse us against any claim or loss arising from your failure to:
 - a. Vacate the premises at the agreed time or
 - b. Leave them in a fit state for use at the end of the hiring
- 3.2 Hiring must end at the agreed time (please refer to hours of operation in section 15)

4. Cancellation Terms

- 4.1 A 25% deposit will be payable to cover any cancellation made with more than 28 days' notice.
- 4.2 50% of the invoiced amount will be payable to cover any cancellation made with less than 28 but more than 14 days' notice.
- 4.3 100% of the invoiced amount will be payable with 14 days or less notice
- 4.4 The Church retains the right to terminate any booking where on any previous occasion the Terms and Conditions have been broken by the Hirer and the operation or reputation of the Church has been damaged due to the actions of the hirer or those admitted to the premises by

the hirer. We will not be responsible for any loss or inconvenience which may be sustained by such termination in the circumstances. TVBF retain the right to terminate a booking due to exceptional circumstances.

5. Assignment or/and sub-letting

Without our consent you must not:

- a. Sub-let any or all of the premises
- b. Use the premises for any other purpose than stated in the application form

6. Admittance or Re-Admission

Nobody may be admitted or re-admitted to the TVC after the agreed end time. Up to this time:

- 6.1 you must provide supervision; and
- 6.2 The Church has the right to refuse admission on any grounds they see fit.

7. Staff Supervision

The Centre Manager or other Church Officer may enter the premises at any time during the period of hire.

8. Responsibility for Injury or Damage

- 8.1 As far as any loss or damage arising from the hiring or use of the TVC results from our negligence, we accept liability. Otherwise, we do not accept liability for loss or damage. For example, damage from hammering nails into the fabric of the building or spills causing damage to carpets.
- 8.2 You must not do anything which may invalidate any insurance of the building. If, however, you do invalidate the insurance, then you must reimburse us for all losses so caused. You must notify us within 24 hours using the emergency telephone number provided of any injury occasioned to any person on the premises or of any damage caused to the building, premises, or any part thereof or to any article or contents within the building or premises or any part thereof during the hiring or your control of the premises.

9. Damage deposits

- 9.1 A returnable damage deposit will be required by the Church for your bookings.
- 9.2 The booking will not be confirmed until it has been paid. This deposit will be refunded in full if all is left as was originally found but will only be refunded in part if damage is sustained.
- 9.3 We reserve the right to make additional charges if rooms are left in an unclean or damaged state and the cost of cleaning and repair exceeds the deposit left. Should additional cleaning be required this must be undertaken at the hirer's expense.
- 9.4 All invoices must be settled within 14 days of the invoice date, any not settled will be liable to an additional charge.

10. Removal of equipment

All your equipment and any rubbish or left-over food must be removed at the end of your hire time or be disposed of in the bins on site.

11. Compliance with these Conditions

You must ensure that persons engaged by you for the purpose of your hiring are informed of and comply with Conditions which apply to them.

12. Security

- 12.1 All efforts to maintain security in the TVC building are made by Church staff during office hours. Hirers are responsible for security of the building during the whole period of hire.
- 12.2 The hirer is responsible for ensuring that all windows and doors are secured and lights and heating turned off following the completion of their booking, especially outside of office hours.
- 12.3 You must do your best to maintain good order and decent behaviour by persons in the premises during the hours of hiring.

13. Licences

- 13.1 You will be solely responsible for obtaining such licenses as may be needed for public entertainment, from the Performing Rights Society, Photographic Performance Limited, Local Authority or otherwise and for the observance of the same. Any such licence must be delivered to us for inspection at least seven days before the period of hire commences.
- 13.2 No gambling is allowed on the premises.
- 13.3 Alcohol will only be permitted at the discretion of the Centre Manager and all requests should be put in writing

14. Statutory and other obligations

You shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court, the Local Licensing Justices Court or otherwise, particularly in any event which includes public dancing or music or other similar public entertainment, the showing of films or videos or stage plays.

15. Hours of hire

These are our usual hours of hire; however, we may consider an earlier opening where required.

- **Monday to Friday: 8.00- 22.30**
- **Saturday: 9.00 - 23:00**
- **Sunday and Bank Holidays: 9.00 – 20:00**

16. Control of use of Premises

- 16.1 You must take all due precautions for the safety of the public, and any other person on the premises or in the building. You must retain control over all parts of the premises you hire.

17. Maximum Capacity

The maximum number of persons permitted in the TVC are:

- Meeting room 1 - 7.06m x 5.70m (40.2m²) – 40 people**
Meeting room 2 - 3.4m x 4.4m (15m²) – 15 people
Meeting room 3 - 6.9m x 4.4m (30m²) – 30 people
Meeting room 2+3 with folding partition open - 10.4m x 4.4m (45m²) 45 people
Main Hall - 14.8m x 10.1m (149m²) – Maximum capacity – 150 seated

Foyer (can open folding doors into main hall for large events) - usable space approx 15.3m x 5.3m (81m²) Maximum capacity 220

18. Prohibitions

- Neither you nor anyone invited to the premises by you or your agents must:
- a. store or allow to accumulate rubbish on the premises
 - b. conceal to view, or obstruct access to, any firefighting equipment

- c. bring any explosive, toxic, hazardous or highly flammable substance into the premises without or prior written consent
- d. use laser, stroboscopic lighting, smoke vapour or water vapours; use cylinders for the storage of air or other gases or liquids under pressure except with or written consent. You must give at least 12 days' notice in writing of any proposal to use such things.
- e. use real flame in entertainment
- f. smoking/vaping is prohibited within the grounds of the Tove Valley Centre

19. Duties of the person in charge, attendants & stewards

- 19.1 You must nominate someone aged eighteen or over who will be present at your event to act as Coordinator and to liaise with the Church. The Coordinator will receive fire instructions and will act as the contact person should any problems arise on either side. He or she will confirm final arrangements on arrival and authorise any additional charges etc before the end of the booking. He or she will also have read and be in possession of the "Terms and Conditions of Hire" and will be responsible for ensuring all conditions are met. The Coordinator must countersign the booking application form and acknowledge that he or she is responsible for ensuring the terms and conditions of hire are complied with.
- 19.2 The Coordinator must be present whenever members of the public are on the premises.
- 19.3 The Coordinator must not be engaged in duties which prevent him or her from exercising general supervision of the hiring arrangements.
- 19.4 You must have two designated attendants for the duration of your hire. These attendants will act with the coordinator in the event of an incident to evacuate the premises and to avoid panic. These attendants will also receive an evacuation briefing.
- 19.5 If your event is for children or adults at risk you must have a Safeguarding Policy and comply with the government's guidance for such. We will want to check your ratios of adults to children for groups with children. We will require a copy of your Safeguarding Policy

20. Fire Precautions

- 20.1 You acknowledge that you have received and will ensure that the Coordinator will receive clear instructions on his or her arrival and will have communicated clearly to the attendants the following matters:
 - a. the action to be taken in the event of fire. This includes raising the alarm and evacuating the building
 - b. the location and use of fire equipment
 - c. escape routes and the need to keep them clear
 - d. method of operation of escape door fastenings
 - e. appreciation of the importance of any fire doors and of closing all fire doors at the time of fire.
- 20.2 We hold regular fire drills and practices and reserve the right to stage simulated evacuations of the building during office hours when the building is in use by outside groups. If such drill or practice would seriously disrupt your event this must be brought to our attention when you make the booking.
- 20.3 When the office is not manned there will be no access to a telephone. Please make sure you bring a mobile phone with you to use during your hire.

21. Safety Measures

In advance of admitting members of the public you will check the following items:

- a. That all escape routes are free of obstruction and can safely be used
- b. That any fire doors are not wedged open
- c. That there are no obvious fire hazards on the premises
- d. You must keep every gangway, corridor, passage, lobby, and other designated exit route free always from chairs or other obstructions.

22. Conditions of Premises at Termination of Hiring

At the end of the hiring, you shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions with our consent properly replaced, otherwise we shall be at liberty to make an additional charge.

23. Nuisance

23.1 Because of the residential nature of the neighbourhood, the use of amplified music must be moderated and those leaving the premises in the late evening must be asked to do so quietly.

23.2 We may, at our discretion, impose specific maximum sound pressure levels.

24. Temporary Electrics

24.1 Temporary electrical installations and electrical apparatus may only be installed with our prior written approval in accordance with the Institute of Electrical Engineer's Regulations. They must always be installed by a competent electrician. All such apparatus must have been checked within six months prior to the hiring by a suitably qualified electrician. The temporary electrical installations must be cut off from the permanent installations immediately after each occasion on which they are used. They must be entirely removed as soon as the need for them has finished.

24.2 The PA system is not available to hire. Conferences held during the week may request use of the PA equipment, at the Manager's discretion or in absence of a Manager at the discretion of the Church leadership. Fees are listed separately

25. Sale of Goods

25.1 Goods must not be sold in the premises without our written consent.

26. Damage to the fabric of the building or fittings

26.1 You must not drive nails, tacks, drawing pins, screws or other similar things into the walls, doors or floors, woodwork, or any part of the structure, nor use adhesive tape, sticky tape or similar fixing agent to fix decorations. Please use existing display boards and fixings provided.

26.2 You must take every care to avoid damaging the paintwork/wallpaper etc

26.3 You must pay the cost of making good any damage to the paintwork, buildings, fittings, furniture or other property arising from the period of hiring.

27. Confetti

Confetti can only be used in any part of our premises or property with our prior written permission.

28. Catering

The kitchen is available for use by hirers of the Hall, subject to the conditions detailed below:

The kitchen must be left as clean as it is found, and all food waste must be removed

All breakages must be paid for

The range, oven and dishwasher may only be used by catering professionals or trained

staff/volunteers

All tables used must be washed after use and returned to their storage area

Hot water dispensers are available in the kitchen and servery free of charge

The servery area can be used to provide refreshments for small meetings.

Hirers should provide their own refreshments

29. Insurance

TVC insurance policy covers the use of the buildings by outside organisations but where appropriate, hirers will carry their own insurance and public liability cover, in their own name to indemnify them in the event of any injury or property damage caused by their own negligence. TVC will want a copy of this insurance with the completed booking form.

30. Internet

A public WiFi connection is available for use by groups using or attending events at Tove Valley Centre. Such use must not be excessive or bring the reputation of Tove Valley Baptist Fellowship or its users into disrepute. You must at no time listen to, view or download offensive or illegal materials. Such use may be considered sufficient reason to remove WiFi access or end any hire agreement.

31. Car Park

The TVC car park may normally be used by those hiring the premises. However please note the following: a) The car park is offered on a first come first served basis b) Restrictions may apply for certain events when multiple activities are functioning at the same time without reduction in fee. c) Street parking in Surtees Way and Hunt Close is not permitted out of respect for the local neighbours. d) Parking is strictly at the owner's risk. The Church can accept no liability whatsoever for cars parked in its car park or on the streets. There is an adjacent long stay car park belonging to South Northants Council (SNC) with 170 spaces. High vehicles cannot be parked in the SNC car park as there is a height barrier nor should any vehicle be left there overnight. If the SNC car park is used during the evenings, all vehicles should leave the car park as soon as possible. CCTV is operated in the SNC car park.

To confirm a booking, we require from the hirer:

- A completed booking form
- Payment can be made by Bacs - Sort code: 40-44-26 Account 60814555
- Your deposit (cheques should be made out to Tove Valley Baptist Fellowship)
- A copy of your up-to-date public liability insurance, where applicable should be provided (Please ask if you are unsure)
- Where appropriate a copy of your Safeguarding Policy (for activities with children or vulnerable adults)

We will give hirers:

- A copy of the evacuation procedure
- Emergency contact numbers (Needed for out of office hours bookings only)
- Details of parking and disabled access
- Book for registering any faults in the building or damage done
- Accident book on hand

ADVANCE BOOKINGS: Bookings may be made up to one year in advance (exceptions to this may be made for weddings or by agreement with the Centre Manager).

Hiring Charges (Please remember to include your set up and take down time.)

Regular Bookings

Monday to Friday

Hall: £20 per hour

Other Meeting Rooms: £15 per hour (where meeting room 2 and 3 are hired together this will be charged at £20)

- Regular weekly bookings for less than 1 month - The total booking fee must be paid in full at least 7 days before the booking period. This acts as a holding deposit and secures your booking/date/time
- Regular weekly bookings for more than 1 month - One month's booking fee must be paid in full at least 7 days before the booking period. This acts as a holding deposit and secures your booking/date/time.

Please note: Regular bookings on Saturday are not available

One-off or Occasional Bookings

Monday to Friday

Hall: £25 per hour

Other rooms: £20 per hour (where meeting room 2 and 3 are hired together this will be charged at £25)

Saturday Rates

	Whole Building	Hall	Other Meeting Rooms
Per hour between 9am and 6 pm	£50	£30	£20 Room 2 and 3 combined £30
Per hour between 6pm and 11 pm	£95	£65	£30 Room 2 and 3 combined £40
*All day rate	£900	£560	£260

A 10% reduction will be applied for bookings of 4 hours or more **excluding** the "All-day" rate on Saturdays

Charges for other events (for non-church members)

Baptisms, Weddings (service only), Funerals, Dedications can be arranged in conjunction with the Church Pastor. Details of costs will be given a time of booking.

There is no charge for weddings, funerals or baptisms for those attending Tove Valley Baptist Fellowship regularly, but donations are gratefully received. Charities and other churches may apply to use TVC at a reduced cost. This will be considered on a case-by-case basis. Church members are entitled to a 40% discount on bookings.

Booking outside of normal office hours may incur a keyholder fee of £15 per session.