



## DUMFRIES BAPTIST CHURCH CENTRE (DBCC) ROOM LETTING POLICY

Booking of any DBCC rooms are accepted on the understanding that the Hirer, as named on the Booking Agreement, accepts the following terms and conditions. DBCC reserve the right to immediately terminate this agreement should the Hirer, or anyone associated with the hire, contravene any of the following terms and conditions.

### 1. USE OF PREMISES

Dumfries Baptist Church (DBC) want to see the church center utilised effectively within the community of Dumfries, through church activities, church sponsored activities, suitable community and commercial activities, which help DBC & support the local community. We will not, however, accept bookings for activities, which are in conflict with DBC's vision and values or will prevent our regular activities from functioning in full.

### 2. BOOKINGS AND CANCELLATIONS

1. All bookings must be made in writing using the Booking Form. Verbal bookings remain provisional until a completed Booking Form is completed.
2. Any variation to a booking must be agreed and confirmed by both parties in writing.
3. If the booking is more than six months ahead of the actual event date, then we may need to hold your request on a provisional basis, unless formally agreed in writing.
4. DBC reserves the right to cancel a booking if the event is prevented by circumstances beyond the control of DBCC such as fire, flood, etc. DBCC will refund any monies paid in advance. DBCC does not accept any liability for losses incurred due to the cancellation of an event.

### 3. PAYMENT TERMS, CANCELLATION NOTICE AND CHARGES

1. We will normally make a charge for the use of the premises and the charges are outlined separately.
2. For one-off events, we ask for full payment at time of booking, payable within 7 days of receipt of the Booking Agreement, unless by alternative arrangement/account.
3. DBCC should be made aware immediately of any cancellation, postponement or partial cancellation in writing. Notice of cancellation must be made in writing (email acceptable) and will become effective on the date received by DBCC. DBCC reserves the right to apply cancellation charges prior to the event booking as detailed below:

#### **7 days or less 100% of the total cost will be charged!**

4. If your booking is for a regular weekly event, all we ask is that you make us aware of any cancellation at least 3 days prior to the letting that you wish to cancel, and no charge will be made. This concession will be reviewed regularly. The full letting charge will otherwise apply.
5. No rental period shall extend beyond 10pm daily without penalty, unless specified on the Booking Agreement. Over-running events will be charged at double the standard hourly rate for any additional hours or part thereof. Time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
6. If an admission charge is to be levied by the Hirer to attendees, then this must be detailed in full on the Booking

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Request Form.

7. Future bookings will not be accepted until full payment has been received for any previously completed lettings.
8. Where invoices are issued, payment must be received by DBCC within 14 days of issue, or by alternative arrangement/account. Credit arrangements only where previously agreed.

## 4. ADDITIONAL ROOM FACILITIES/CHARGES

### 1. Kitchen use/Refreshments

1. Tea/coffee/refreshments can be booked with the prior agreement of the Café Manager at extra cost and brought to your function room at the agreed time. Additional food services may be possible and should be discussed at time of booking. Otherwise the normal range of food and drink can be purchased from the café during café hours.
2. Use of the main kitchen is not permitted other than for a special function by advance arrangement and an extra charge for the use of the kitchen will apply. This must be approved by both the Café Manager and the Centre Manager. It is the responsibility of an external hirer in the case of a special function to ensure that all persons having any access at all to the kitchen are suitably trained and qualified in the preparation and serving of food. Certification will be requested in advance and only those people will be allowed access to the kitchen. The Hirer assumes all responsibility for food hygiene.
3. Any breakages must be reported immediately to Reception and will be subject to an additional charge. A check will be made by a DBCC representative before departure and must be signed off.

### 2. Catering

1. Catering and refreshments may only be provided DBCC and its Catering Partner(s) unless otherwise agreed on the Booking Agreement.
2. DBCC and its Catering Partner(s) accept no liability for food and refreshments provided by the Hirer.

### 3. Sports Hall/Auditorium

1. Only non-marking soled shoes may be worn in internal sports areas. There is a restriction on the use of stiletto type heels in order to protect the Sports Hall floor.
2. No equipment is to be dragged along the sports hall floor.
3. Any damage to the sports hall floor will be charged for.
4. No food or drinks are allowed in the sports hall or auditorium, without prior agreement, and detailed on the Booking Agreement.

### 5. Room set-up

1. Bookings must indicate clearly any requirements for tables, chairs etc including numbers and layout. Moving of chairs and tables between rooms is to be avoided wherever possible and when necessary must be agreed with the Centre Manager. For regular users, with own equipment, it is the responsibility of the Hirer to set out the room to their requirements and clear away on completion. When agreeing start and finish times for a letting, adequate time

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must be allowed for setting up and clearing away to be undertaken without interference with other activities.

2. An additional set-up and/or cleaning charge may apply. DBCC will always confirm this in the Booking Agreement.

## 5. PA AND/OR AV

1. The use of the PA and AV systems, within the Gillbrae Auditorium, must be specified at the time of booking and can only be agreed after consultation with the DBCC PA/AV leaders and if a member of the respective team is available to operate the equipment.
2. Use of PA/AV/IT equipment within other meeting rooms must be specified at time of booking. Meeting hirers will be informed of the use of the PA/AV/IT equipment prior to first use of the room.
3. Any damage to PA/AV/IT equipment must be reported immediately to Reception and will be subject to an additional charge.
4. PA/AV/IT assistance required at an event booking must be specified at time of booking and will incur an additional charge.
5. Use of the Hirer's own PA/AV/IT equipment must be specified at time of booking and can only be agreed after consultation with the DBCC PA /AV leaders. The Hirer is responsible for ensuring that any equipment brought onto the premises is fit for purpose and safety/compatibility checked by DBCC PA /AV leaders, with PAT certificates presented where appropriate.

## 6. STORAGE

1. Permission must be sought, in writing (or email) for any equipment to be left on the DBCC premises outside of the hire period. DBCC will endeavour to assist in this matter where practical, however, should such a situation arise where DBCC is unable to fulfill other bookings due to equipment storage then an appropriate charge will be made.
2. Any delivery/collections must be made within usual opening hours.
3. For regular bookings, it may be possible to book storage space for equipment linked to the booking. Additional storage space required must be specified at time of booking and will be part of the Booking Agreement.

## 7. DAMAGES / CLEANING

1. Any damage to DBCC or its equipment shall be paid for by the Hirer, the costs of which shall be assessed by DBCC, whose decision is binding. Any damage will be repaired by a DBCC approved supplier.
2. Should the need arise then an additional charge of £20 per cleaner hour (or part thereof) will be made where the facilities have not been left in a clean and tidy condition. (Sat let to be ready for Sunday)

## 8. CAR PARK

Note: Those hiring the premises can use the car park. However, please note the following:

1. The DBCC car park is offered on a first come first served basis unless specifically agreed otherwise in writing at the time of booking.
2. Restrictions may apply for certain events when multiple activities are functioning at the same time without reduction

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in fee.

3. Street parking in the vicinity of DBCC is discouraged (see 7.1).
4. Overflow parking is available at Gillbrae Medical Centre for evening and weekend use only.
5. Parking is strictly at the owner's risk. DBCC can accept no liability whatsoever for cars parked in its car park.

## 9. STANDARD LETTING CONDITIONS

1. DBCC reserves the right to decline a request for a booking
2. When required, a non-refundable deposit is to always be paid in advance.
3. DBCC reserves the right to cancel a letting in the unlikely event of circumstances beyond the control of DBCC, such as fire, flood, etc. DBCC will refund any monies paid in advance. DBCC does not accept any liability for losses incurred due to the cancellation of an event.
4. DBCC staff have free access to all parts of DBCC at all times.
5. A representative from DBCC will be onsite for the duration of your event.
6. The Hirer must restrict their activity to the accommodation and equipment agreed for the letting and for the time and purpose indicated on the Booking Agreement and ensure that no activity is undertaken that will put personnel or the fabric of the building and its equipment at risk.
7. The Hirer must seek agreement in advance from DBCC for any additional or alternative activities, or to use any facility or equipment not agreed as part of the Booking Agreement.
8. The Hirer, or an assigned representative, must be present for the entire duration of the hire period.
9. No sub-letting is permitted, and permission must be sought in advance from DBCC for any external suppliers that need to be on-site.
10. No goods/refreshments may be made available/sold by the Hirer at the event without prior agreement of DBCC. We will allow wine, provided by the event organiser, to be served at an event, provided no charge is made for the wine or the event. Otherwise, the sale of alcohol is not permitted.
11. DBCC fixtures and fittings, equipment and furniture must not be altered or moved without prior permission.
12. The Hirer may not drive screws/nails etc into any part of the building, or affix any posters or placards. No Blu-tack is to be used at any time on any wall. Use of noticeboards are by discussion with Centre Manager.
13. The Hirer must notify Reception of any defects found in DBCC equipment immediately.
14. The Hirer is responsible for the cost of repairs to any damage to the premises or equipment provided for the activity, and must report any such damage in writing to Reception immediately following the event.
15. The numbers of attendees must not exceed that stated on the Booking Agreement and must not exceed the maximum capacity for any room.
16. The Hirer is responsible for the effective stewarding of the event and for the maintenance of order of all the attendees.

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17. The Hirer must inform DBCC of any personnel or attendees who have any special requirements or who may require specific assistance in the event of an emergency.
18. If any persons under the age of 18 are to attend the event, the Hirer is responsible for their supervision and safety including, where appropriate, PVG checks (formerly known as Disclosure checks) of the adults in charge of them.
19. On completion of the activity the accommodation, including the toilets, must be left in a clean and tidy condition and any bulk refuse taken from the building for disposal by the Hirer.
20. The Hirer must ensure that the DBCC policy of no smoking within the building is adhered to at all times. Smoking is only permitted in the external smoking shelter and smoking is not allowed in the vicinity of the doors of the Centre
21. The Hirer must ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.
22. The use of special equipment or equipment of an unusual nature (such as bouncy castles) is not permitted except by prior written agreement.
23. The use of DBCC's musical equipment is not permitted.
24. The PA /AV/IT system within the Gillbrae Auditorium is only operable by DBCC's own PA / AV team and therefore is only available by prior agreement.
25. The Hirer may not leave any of their own equipment, props, display materials or furnishings on the premises prior to or after an event, without prior arrangement.
26. DBCC is located in a residential area and due consideration must be shown to our neighbours at all times especially with regard to music and other noise.
27. The Hirer will comply with all aspects of DBCC's Health and Safety Policy a summary of which is given below. A copy of the full policy is available on request.
28. The Hirer accepts that DBCC accepts no responsibility for injury or loss to person or property arising from the use of the accommodation apart from such injury which arises out of DBCC's responsibility for maintenance. The Hirer will keep DBCC indemnified against any claims for which DBCC may not be responsible.
29. The Hirer is responsible for obtaining any Performing Rights or any other licences that may be needed. The hirer is also liable to the copyright holder for settling any royalty payments.
30. A new Hirer, unknown or unconnected to DBCC, may be asked for suitable references before using the premises.

## 10. BEHAVIOUR

As a church we seek to be open and welcoming to the community around us and welcome all users who respect DBC's values and vision of reaching out to the community. Out of respect to other users and our neighbours, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises. Please note the following acceptable behaviour requirements:

1. Our good relationship with our neighbours is important to us, and we ask the Hirer to advise guests not to do anything that may negatively impact on this. Noise levels, bad language or behaviour, excessive vehicle movements and inconsiderate parking are particular areas that can cause unnecessary annoyance.
2. Verbal or physical abuse against any persons within the boundaries of the DBCC property will not be tolerated.

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Any such serious matters will also be reported to the Police.

3. Except where previously agreed with DBCC, only assistance dogs are permitted inside buildings Any dog fouling must be cleared away in the appropriate manner.
4. The safety of all of our guests is paramount. The Hirer has responsibility to ensure that their group is made fully aware of the conduct, safety, security and fire evacuation arrangements that are included in this document.
5. The Hirer must take responsibility for the conduct of all participants in their event irrespective of the role of the participant.
6. The Hirer is responsible for returning the facility to the state and layout in which it was provided, and all litter must be removed.
7. All accidents, no matter how minor, must be reported immediately to the onsite DBCC representative.
8. DBCC will not allow any activity that may put our reputation or core purpose at risk.
9. An event/sound curfew starts at 22:00 unless specific approval is obtained in advance. No amplified music shall be played after that time.
10. The Hirer must appoint a representative to sign-in at Reception at the start of each hire period, remain present for the entire duration of the hire and sign-out at the end of the hire. This representative must also be responsible for keeping a register of any guests.

## 11. HEALTH AND SAFETY

Whilst DBCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure suitable first aid cover and that the DBCC Fire, Security and Health and Safety Policies are fully understood. DBCC has a separate detailed Health and Safety Policy Document which can be reviewed in full upon request. The following is a précis of this document:

### 1. All hirers of the premises will be made aware of:

- The action to be taken in event of fire;
- The location and use of fire equipment;
- Escape routes and the need to keep them clear;
- Method of operation of escape door fastenings;
- Appreciation of the importance of any fire door;
- Location of the first aid box (Reception and Janitor's Office) and accident book.

### 2. Explosives and Flammable Substances

1. Highly flammable substances shall not be brought into, or used on the premises.
2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of DBCC.

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## 1. Heating

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of DBCC. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## 2. Risk Assessment

The Hirer is responsible for undertaking a risk assessment covering all your activities prior to your event, and for providing a copy of this to DBCC. A Sample risk assessment form is attached to these Terms and Conditions for your convenience (Appendix 3).

## 3. Opening and Closing of DBCC

1. Outside normal opening hours, the DBCC will be opened or closed by a DBCC representative.
2. The Hirer will ensure guests are aware of the hire period and also ensure that the premises are vacated by the end of the hire period.

## 12. INSURANCE

1. The Hirer will provide appropriate liability insurance. A copy must be presented to DBCC at least 14 days prior to the first booking.
2. The Hirer accepts full responsibility for any damage to or theft of DBCC property during the period for which the premises are hired.
6. DBCC accepts no responsibility for the loss or damage of personal property or vehicles brought onto the premises.
7. The Hirer must obtain prior agreement from DBCC for any external suppliers that need access to our site for any reason. Such suppliers must also provide appropriate liability insurance, a copy of which must be available to us.

## 13. DISCLAIMER

Every effort has been made to ensure the accuracy of all the information provided. DBCC does not accept liability for any errors or omissions and reserves the right to amend the information at any time.

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