

# HIRE AGREEMENT 2021

## BOOKING FORM

**Hire agreement between Canterbury Baptist Church (CBC) and**

**Hirer (Company, Charity, Group etc):** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_

*All of the rooms for hire are part of the premises of Canterbury Baptist Church. While seeking to invite non-church groups to use the buildings, the trustees reserve the right to limit hire to organisations and for uses which are consistent with the status of the buildings as a place of Christian worship. The church will require to know for what purpose the rooms are being hired, and may refuse a booking if any proposed activity conflicts with church practice or beliefs.*

**Purpose of hire:** \_\_\_\_\_

**Rooms/Halls required:** \_\_\_\_\_

**Date and time:** \_\_\_\_\_

**Agreed rate:** \_\_\_\_\_

### **Deposits**

*A deposit of £50 is taken on all bookings, and £150 for wedding and conference bookings, unless otherwise discussed. Please provide below, the bank details of where the deposit should be paid back to. Deposits will be returned in line with our Terms and Conditions.*

**Account Name:** \_\_\_\_\_

**Account Number:** \_ \_ \_ \_ \_

**Sort Code:** \_ \_ \_

**Kitchen Use:**

Do you require the use of the kitchen? Yes / No

For what purpose will you be using the lower hall kitchen? Serving / Cooking / Teas & Coffees only

If Serving or Cooking, name of person responsible (If cooking, this person must be in possession of Level 2 Food and Hygiene certificate)

\_\_\_\_\_

Terms and conditions for using the kitchen read and understood. Yes / No

Signed \_\_\_\_\_

**Please note that any special conditions being requested by the hirer must be agreed with the Hub Manager at the time of booking and recorded below, including any special conditions where children, young people less than 18 years of age, and / or vulnerable adults are involved:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The hirer agrees to all the terms and conditions of hire as outlined in the Hire Agreement document, including taking responsibility for all appropriate insurances liabilities and risks and confirms that they have read, understood and will adhere to the relevant risk assessments.

***Please fill in below and sign***

Representative from  
Hirer

Representative from  
Canterbury Baptist Church

Representative from  
CBC Trustees

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_