Baildon Methodist Church and Wesleys Community Hub
Explanation of room hire main terms

We have a small print Terms and Conditions document which is the legal stuff and has precedence over anything in this document.

To hire a room we require you to use our online booking system and fill in a form to tell us what you want to hire and why. You may not use the room for a purpose we have not agreed. If you are not a dab hand at using the internet, please let us know and we will set it up for you. You will find the user guide for our ‘Hallmaster’ system here:

https://www.hallmaster.co.uk/Docs/Hallmaster-Public-User-Guide.pdf

Alcohol may not be drunk or served and any form of gambling is not allowed.

You may use the room you hire, the equipment and furniture in the room. Tell us if there is anything missing that you need.

We allow 15 minutes either side without charge to set up and clear away. Try to separate recyclables from any rubbish you have and if possible, take it away with you.

Nothing you brought can be left in the room when you leave unless we agree in advance and please don’t stick anything on the walls.

Heat for the rooms comes from far infrared heaters on the ceiling and we set them to come on to keep you warm. Please don’t mess with the room controllers its a real headache to correct them. Tell us if you are too warm or too cold and we will try and sort it. The heaters do not like helium filled balloons so please do not bring them in.

The room hire includes utility costs but if we think it’s not enough to cover what we think you use, or have used, we can increase it – so please turn lights off when you leave a room.

We only charge a deposit if you are not known to us or are using lots of our rooms. We might charge a “Cautionary Deposit” to pay for any damages but not normally. We realise that the odd accident may happen so please tell us if it does.

Regular customers are invoiced in arrears at the end of each month and our payment terms are 30 days; one off hires are normally invoiced in the same way but the invoice may be sent earlier with a payment date shown on the invoice. All our invoicing and other communications are done by email or phone.

Payment is by bank transfer we will tell you our bank details on the invoice. Please quote the invoice number as the reference.

We don’t normally charge for cancellations unless the cancellation costs us although we reserve the right to charge a reasonable amount particularly if it’s an avoidable last-minute cancellation.

We may increase our charges at any time even if we have given you a quote; for regular users we will give 30 days’ notice.

Regular hirers must have Public Liability Insurance and, if your activity involves children and vulnerable adults, a Safeguarding Policy.

Baildon Methodist Church: TandCsRoomHireBMCSept22v1
We will give you a summary of our Safeguarding Policy and our fire and emergency evacuation plan. Please look at both policies and check that your group members know what to do.

On very rare occasions we may require a regular hirer to cancel a booking or move to another room if the church needs the room for another purpose. This sometimes is the case when a funeral has to be arranged.

To open an account and book a room go to:

https://wesleysbaildon.org/book-a-room

To email us use:

Lettings.baildonmethodists@gmail.com