

Wesleys at Baildon Methodist Church

A simplified explanation of our room hire terms and conditions

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

To hire a room, we require you to use our online booking system "Hallmaster" and fill in an on-line form to tell us what you want to hire and why. 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>

If you set up an account on Hallmaster then the user guide, invoices and the payments made can be seen from your dashboard.

You may not use the room for a purpose we have not agreed.

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

Except for Audio Visual (AV) and kitchen equipment you may use the equipment and the furniture in the room you hire. Tell us if there is anything missing that you need.

You must be shown or trained before you use AV or kitchen equipment.

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 reserve the right to increase the hire fee. Please turn lights off when you leave a room and in the colder months close doors and windows.

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 room 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/or vulnerable adults, a Safeguarding Policy.

When you make an online booking, you must click on a link to see 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 if the church needs a booked room for another purpose we reserve the right to cancel or move a hire to another room.

To open an account and book a room go to:

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

To email us use:

Lettings.baildonmethodists@gmail.com



Baildon
Methodist
Church

Promoting a safer church

Safeguarding Children and Vulnerable Adults Policy summary

Our commitments

- treat everybody with respect and dignity;
- promote a safe environment and culture;
- practice safe recruitment and safe working practices¹
- be aware and informed about safeguarding;
- respond promptly to every safeguarding concern or allegation;
- care pastorally for the victims/survivors of abuse or other affected persons;
- respond appropriately where there is an immediate risk.

The care and protection of children, young people and adults involved in activities at this Church is the responsibility of everyone who participates in the life of this Church and this includes those who manage or attend activities at this Church.

Local contacts to speak to if you have concerns

One of our Lay Pastors

Claire, Mervyn or Peter
laypastor@baildonmethodists.org

or a

Team Minister

01274 508390

Hire or use of church premises by others

- A hiring body (i.e. an organisation hiring our premises) is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and have full liability insurance for this².
- The hiring body should abide by their own child protection or safeguarding policy if they have one, otherwise by that of the church³.

1 <https://www.methodist.org.uk/downloads/safe-update-3-1110-childrenandyoungpeople.pdf>.

2 Public liability insurance required unless the room booking agreement says otherwise

3 See BMC website