



**Bethel Baptist Church**  
 Heol miskin, PONTYCLUN, R.C.T., CF72 9AJ  
 phone: (01443) 228283  
 E-mail: admin@bethelpontyclun.org

# Church Centre Booking Request

<b>Name :</b>	
<b>Organisation:</b>	
<b>Address:</b>	<b>Telephone contact</b> 0XXXXXXXXXXXXXXXXX <b>Home / work / Mobile</b> <b>Email</b>

Name and address for invoice:
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Date(s) required	Access required	Until	Room booked	Equipment

Please use the following abbreviations for the equipment requested / used : Television & Video (TV) / Overhead projector [OH] / Flip Chart [FC] / Refreshments [RF] / P.A. [PA]

Proposed activity:	Name and contact number for activity leader (if different to person named above)
No. people expected:	

If the activity involves children/ young people has your organisation agreed to comply with the governments suggested guidelines "Safe from Harm" Yes / No

I confirm I have read and accept the letting conditions of Bethel Baptist Church.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<b>Entered in office Diary</b>	<input type="checkbox"/>
Staff taking enquiry	<b>Entered on computer</b>	<input type="checkbox"/>
<b>Name</b>	<b>Confirmation sent</b>	<input type="checkbox"/>
<b>Date</b>		

## **BETHEL BAPTIST CHURCH, Pontyclun**

### **CONDITIONS FOR THE USE OF THE CHURCH PREMISES**

1 The agreed fee for the use of the accommodation must be paid as per the agreed schedule of charges.

First Floor room	£13.00 per hour
Minor Hall	£18.00 per hour
Sports hall	£22.00 per hour
Sanctuary	£40.00 per hour

**A cancellation charge will be made equal to the full amount of the booking if cancellation notice is less than seven days**

Provision of refreshments are at a rate of one extra hour per part of day.

2 The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.

3 The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.

4 After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly Secured.

5 The church leadership has instructed that all laws regarding smoking must be adhered to. In addition no alcohol is to be brought on to the premises and raffles of any sort are not to be held.

6 The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

7 The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.

8 The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.

9 The User will comply with the provisions of the church's Health and Safety policy and ensure compliance with Bethel Fire Emergency Plan. The user will ensure that all those using the accommodation are aware of the appropriate safety procedures. Please Note: In order to comply with our Health and Safety policy all electrical items used in the centre must have a valid P.A.T. Test certificate

10. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'.