

2013 Ewhurst Baptist Church - Agreement to Hire form.

Catering Record for records to be kept at
Ewhurst Baptist Church.
(Please leave in Church Kitchen)

Date of Event:

Names/ Tel No: of responsible person/s for the catering:

Food hygiene certified persons Name:

Date of Purchased food:

Shop Name & Area:

Temperature of fridge:

Cooking temperatures:

Probed food Temperature:

If reheating food

Length of time & Temperature:

Probed Temperature at serving:

Ewhurst Baptist Church

Premises Hiring Pack

Office Tel No: 01483- 267878

Web Site: Ewhurstbaptistchurch.org.uk

Safer Food Better Business

www.food.gov.uk

2013 Ewhurst Baptist Church - Agreement to Hire form.

Terms and Conditions

Ewhurst Baptist Church (referred to as 'the church') The Street, Ewhurst, Surrey GU6 7QA hereby grants the 'Person or Organisation' specified on the Agreement to Hire form, to enjoy non exclusive use of the 'Church Premises' for the 'Period Specified' and subject to the terms and conditions below.

The person or Organisation hiring the Church Premises will.

1. Leave the premises in a clean and tidy state
2. On being supplied with the necessary keys by the church be responsible for switching on and off heaters, unlocking and locking doors and before and after use. Closing all internal doors and ensuring that all windows are closed and locked, all electrical and other appliances are turned off at the end of each session.
3. Kitchen Use: The Dishwasher if used, drain and clean filters and switch off. Cooker and Microwave Oven cleaned and ready for future use.
4. Floors: left clean and mopped (Mops are outside under the eaves of the hall entrance in the garden).
5. Ensure that any food provided on Church Premises is prepared in accordance with the Health & Safety Standards legislation currently in force (Complete the form on the reverse and leave a copy for our records).
6. Make good to the reasonable satisfaction of the Church any damage caused to the Church Premises (and its contents, furniture, fittings, and equipment) by them (fair wear and tear damage excepted).
7. Ensure that the rule 'No Smoking' is observed on the Church Premises.
8. Ensure that the rule 'No Alcohol' is observed on the Church Premises except where written consent is given by the church for a limited amount of alcohol to be served as part of a special celebratory meal such as a Wedding Reception.

9. Ensure that there is no excessive noise from the use of the Church Premises such as could cause a disturbance to any neighbours.
10. Adopt the Home office recommended practice in all work with children, young people and vulnerable adults and confirm that they are fully aware of the principles contained in Home office Code of Practice.
11. Do not display any notices regarding any meeting or use of the Church Premises under this Hire Agreement on the premises without prior written approval of the Church
12. Obtain and meet the cost of any necessary licences or permits which may be needed for their intended use of the Church Premises.
13. Not without the previous consent of the Church make or suffer to be made any alteration to the Church Premises.
14. Not assign the benefit of Hire Agreement.
15. Indemnify and keep indemnified the Church against all actions, costs and proceedings, claims and demands made or brought against the Church arising directly out of their occupation of the Church Premises or arising out of the provision of food and drink during their occupation of the Church Premises.
16. Vacate the Church Premises at the end of the Period Specified and return all keys promptly to an authorised officer of the church.
17. At all times respect the fact that the Church is a place of worship.
18. *Suffering with diarrhea and Vomiting, DO NOT Use the kitchen for 48 hours after the illness has ceased.*

Intended Use of Church Premises

Under the terms of the Charitable Trust of the Church we can only let the Church Premises to organisations, groups and individuals whose aims or principles or intended use of the Church Premises are not in conflict with the Church Constitution and the teaching of the Bible. Please enter details of the intended use of the Church Premises on the Agreement to Hire Form.

Address:

Tel Number:

I request permission to use the Church Premises specified and accept the Terms and Conditions page. Your signature commits you / your organisation and all persons gaining access to the Church Premises under this agreement.

Signature:

Date:

If the signature is different from the Contact Name, please enter

Name:

Position:

Tel No:

Please complete the catering form and leave in the Kitchen for our records.

Agreement to Hire Ewhurst Baptist Church Premises.

Hire Agreement Fees:

The fees charged are £9.00 per hour for part day (a minimum of 2 hours) or £75.00 for whole day hire. The fee includes Public Liability Insurance.

Please note: we do not allow children's parties in the main church.

Make cheques payable to Ewhurst Baptist Church.

The church retains the right to enter any part of the premises at all times.

Details of Premises Required:

Purpose:

Date/Time:

Duration:

Person or Organisation Hiring the Church Premises.

Organisation (if any):

Contact Name:

Position:

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