WESTBOURNE PARK
BAPTIST CHURCH

Westbourne Park Venue

Booking Terms & Conditions

The Licensor: Westbourne Park Baptist Church (WPBC)
The Licensee: Is the organisation / person hiring the venue.

Bookings

To book WP Venue, please complete the Booking Form on the church website www.wpbc.co/book-venue and send it back to our booking team through email: lorna@wpbc.co . After receiving your request, WPBC will confirm availability of the date and room(s), and provide a quote for your booking.

Bookings will not be treated as confirmed until you have accepted the quote by email, a deposit or full payment has been paid and WPBC has sent an email confirmation of the booking, which will be accompanied with an invoice.

For regular / repeated bookings: A contract for an initial 3 months period will be issued, which will need to be signed by a representative from WPBC and a leader in your organisation. You will be provided with an invoice that details the monthly payment, which needs to be paid by the 1st of each month by BACS transfer into the church bank account. Adjustments will be made at the end of each month if your organisation uses additional spaces or extends the time of your bookings. Extension of time or use of additional rooms will be observed by WPBC staff and added to your invoice. If you need to cancel a date or reduce the hours of your booking, credit will be held on your account provided you give 2 weeks notice. Changes made less than 2 weeks will not be issued with a credit note as staff rotas will have been planned to cover your booking.

Contracts will be renewed on an annual basis, with review meetings being requested on occasions to ensure the booking is working well for yourselves and WPBC.

For one off bookings: On receipt of the invoice, please pay 50% deposit if your booking date is over 28 days from your event and the other 50% 28 days before your booking.

Bookings made less than 28 days before the event need to be paid in full at the time of booking. All payments shall be made by BACS transfer using the following bank details:

Bank: CAF BANK Sort Code: 40-52-40 Account Number: 00013334

Please include the invoice number as a reference when making your payment.

For all bookings:

Repeated late payments may result in you no longer being able to book the building.

The number of people attending your event will be limited to the capacity of the rooms as specified on our website. You must not allow the capacity to be exceeded what was agreed at booking. You must ensure your group runs within the boundary of the room(s) you have booked. Corridors are to be used for circulation around the building and are not part of booked space.

WPBC reserve the right to cancel bookings at any time in the event of an unavoidable or overriding requirement of the building for the religious use, such as for a funeral.

WPBC also reserves the right to cancel any booking agreement without notice and without liability, legal or otherwise, to the Licensee or organisation, in the event of: war; riot; state of emergency; civil unrest; where any member of the public is at risk (or thought to be at risk); strike (official or otherwise); act of God; failure of electricity, gas or other power supply however caused; or for any reason whatsoever outside the control of WPBC. In the event of such a cancellation, any money paid to WPBC in respect of the cancelled booking will be refunded in full.

Access to the building

There is no entitlement to access all or part of the building or equipment outside the hiring period. You / your organisation must only use the parts of the building agreed when booking. Use of additional areas will result in additional charges. You must ensure that the areas agreed to be used are vacated at end of the hiring period.

Use of the building

WPBC premises can only be used for the purposes set out in the completed Booking Form. The use of the building must be appropriate and compatible with WPBC's suitable use policy that supports the genuine religious belief that is central to the organisation's purpose and function. No dangerous or harmful activity shall be permitted. Explosives, toxic, hazardous, odorous, or flammable substances shall not be brought onto or used in the building. Smoking and alcohol are not permitted in any WPBC building. As a place of Christian worship, WPBC is unable to support multi-faith prayer requests.

Additional charges

Additional charges apply to use of PA/AV, baptism, musical instruments and kitchen equipment.

You must ensure that there is no alteration or addition to existing sound, camera, lighting, musical, audio-visual, electric, electronic, kitchen or other equipment without the prior consent of WPBC. Any damage or breakages will be charged after the event.

In signing these booking terms, you confirm that you will ensure people using equipment have the training and expertise to do so.

All kitchen equipment and crockery are included in the hire costs of the kitchen.

All food storage and preparation must be in line with the WPBC Food Hygiene Policy.

In signing this document, you are confirming acceptance and compliance with WPBC Food Hygiene Processes. After your event the kitchen must be left completely clean and all food products must be removed. The kitchen will be inspected by one of our facilities team before your group leaves the premises.

Environmentally Friendly Church

WPBC is an Eco-friendly Church where we encourage all who use the premises to be as environmentally friendly as possible. You are more than welcome to use our plates and cutlery for your event if you have booked the kitchen or we can add hire of crockery and cutlery to your invoice. If using disposable items (plates, cutlery etc), we encourage you to purchase biodegradable items and to recycle as much as possible of food packaging materials.

Insurance

You will be responsible for any liability that arises from your use of the building or its equipment and are required to indemnify the Church in connection with such use. WPBC Public Liability Policy does not extend cover to groups or individuals using the venue who are not under the control of our church. Therefore, you must confirm you have your own Public Liability Insurance policy in place. The church public liability policy covers claims for negligence in maintaining the condition of the building and its equipment.

Licenses

Please note that you are responsible for ensuring your organisation holds the appropriate copy right licences for service, meetings or performances. Also, for obtaining all necessary licenses or consents from the Registry Office, magistrates and/or the local authority to carry your proposed activity in the building. Failure to do this may result in your event having to be cancelled.

Safeguarding Policy

The safeguarding of children, young people and adults at risk is an important part of all WPBC activities. Every organisation using the building must have a safeguarding policy in place.

In signing this document, you are confirming that your organisation has a safeguarding policy and safeguarding training in place.

Health and Safety

WPBC premises must be left clean and tidy. All materials used for painting, glue, crafts, etc., must be cleaned in the utility room accessible via the Clifford Hall.

Please use the appropriate bins to dispose of your group's rubbish: round silver bins for non-recyclable waste; bins with the green recycling sign for recyclable waste. Please ensure cups containing fluids are emptied before placing them in the bins.

Damages to the building or equipment will result in an additional charge. Some exceptional bookings may require a separate damage deposit. If decorating a room for an event, please speak to a member of the Venue team. Damage to paint or woodwork caused by tape or pins will be charged for.

Please report any health and safety concerns you have to a member of WPBC venue staff. Any property or belongings brought on to WPBC premises are entirely at the owner's risk. Lost property will be kept in the Welcome Office until the end of each month before being disposed of. WPBC will bear no responsibility for lost items.

Emergency/Fire Precaution

You will be provided with information on the WPBC fire evacuation procedures when you arrive. Please ensure your group are familiar with the fire exits, which are clearly marked throughout the building. Please ensure that fire doors are not left open, and if doorstops are used to move equipment, please ensure that they are removed immediately after use from the floor.

In order to ensure the safety of everyone on WPBC premises, the person responsible for the booking needs to carry out a risk assessment for anyone in their group who may not be able to evacuate via stairs in the event of a fire. You will need to discuss a personal plan for each person with a member of the Venue staff team. In signing this document, you are confirming that you will risk assess your group for fire evacuation.

Disclaimer

WPBC reserves the right to refuse to accept bookings for our premises at its absolute discretion. The discretion to refuse applications to use the Premises includes (but is not limited to) applications considered to be at odds with the genuine religious belief that is central to the organisation's purpose and function. Details of this can be found on our church website. www.wpbc.co

Please confirm your agreement with these booking terms and conditions by ticking the box on the booking form.