**DURHAM CITY BAPTIST CHURCH**

 **ROOM HIRE PRIVACY NOTICE**

Under Data Protection legislation theCharity Trustees of Durham City Baptist Church (the Deacons and Minister) are the Data Controller.

As you hire rooms from the Church, your name, address, telephone number, email address, Public Liability Insurance and financial details will be held electronically on a password protected laptop and on paper in a file in a locked filing cabinet at Church, accessed only by the Church’s rooms booking team, to be held for a period of 3 years. Financial information relating to your payments may be held by the treasurer for 7 years. Data Protection legislation allows us to process this information, as we regard it as being in the Church’s legitimate interest to keep contact with you and maintain clear financial records.

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to the Church Secretary. You have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please speak to our Data Protection Deacon by ringing 0191 3723973 or emailing janetclaydon@hotmail.com. If you are still unhappy you have the right to complain to the Information Commissioners Office.

**TERMS & CONDITIONS FOR HIRE OF PREMISES**

Hire of premises should initially be arranged through Bev Neil who will make a provisional booking after checking the church calendar.

Bev Neil can be contacted by email at beverleyneil@hotmail.co.uk or by telephone on 0191 3841571/07555750656

To confirm booking please complete the booking form below and return to Miriam Wynd at Durham City Baptist Church, Edge Court, Sunderland Road, Durham DH1 2JY or email to miriamwynd@hotmail.co.uk.

Once the booking form and copy of public liability insurance has been received Miriam Wynd will liaise with the Hirer to arrange for access to the premises at the appropriate time.

**The Hirer or person in charge is responsible for:**

**Care of property**

* Tidying up after use and returning the premises to the condition in which they were found. This includes returning chairs and tables to their original position.
* Removing all unused food and drink from the premises. All waste must be bagged and placed in the appropriate wheelie bin (inside the exit doors on the far side of the kitchen). Where there is excess rubbish this must be removed from the premises by the hirer.
* Any damage to property must be paid for.
* Any material, including promotional material, brought onto the premises must be removed at the end of the booking.

**Security**

* Ensuring all persons using the premises observe the rules of the building and use the hired rooms only.
* Ensuring the premises are locked if the church is unattended during the hire period.
* Ensuring that all windows and doors are closed securely when leaving the premises and that the premises are locked (or a member of the church has arrived to lock up).

**Safety**

* Smoking is prohibited within the building. This is a legal requirement.
* On leaving, ensure that all lighting, speaker systems, water taps etc. are turned off.
* If an accident occurs on church premises, details must be recorded on the Church’s Accident Record Sheet, which is located in the Kitchen (cupboard marked with white cross on green background). This information will be stored securely for an indefinite period.

**Fire**

* The Hirer or person in charge is responsible for assessing Fire Risks and having their own Emergency Action Plan including ensuring safe evacuation of the building.
* Nominate two people to act as Fire Marshalls. They should familiarize themselves with all possible escape routes, check they are clear and that exit doors are functioning.
* Inflammable substances may not be brought into or used on the premises.
* Advise all present of the location of fire exits and fire extinguishers.
* Fire extinguishers are located in the church hall (2), the small hall, the kitchen and the main entrance.
* Fire exits are to be kept clear, and ready for use at all times.
* In the event of fire:
1. The building is to be evacuated. The assembly point is the car park to the side of the building.
2. Contact the fire brigade
3. Inform either Ronnie Wynd 01913740649 or Bev Neil 07555750656 as soon as possible.

**Supervision**

* The Hirer or person in charge must not be under 18 years of age and shall be present during the duration of the activity.
* An organisation hiring the premises for activities involving children or vulnerable adults should have appropriate safeguarding policies in place. The Church may ask to see a copy of the policy.
* The Hirer or person in charge is responsible for supervising all behaviour, activities and equipment, to ensure the safety of all people present at the event. In particular, children must be supervised at all times.

**General**

* Alcoholic drinks are not permitted to be consumed on the premises or in the church grounds.
* Betting, gaming or lotteries are not allowed on the premises.
* It is the responsibility of the Hirer to ensure that any copyright licenses required are obtained and in force.
* No goods or equipment are to be stored on the premises without permission.
* Dogs are not allowed on the premises unless they are Assistance Dogs.
* Recorded music may be played, but hirers are responsible for ensuring that the noise level of their activities does not interfere with other premises users, or neighbouring premises.
* No activities may be undertaken which conflict with the Christian ethos of Durham City Baptist Church.
* All electrical equipment brought on to the premises must conform to Electrical Regulations and be PAT tested.
* An organisation or individual hiring the premises must have Public Liability Insurance cover for the event to the value of £1,000,000 and provide a copy of the current certificate to Miriam Wynd prior to the date of hire. This requirement may be waived for certain types of occasional non-commercial use.

**Room Hire – Durham City Baptist Church**

**BOOKING FORM for Hire of Premises by Occasional Users**

**Name of Organisation/Individual** …………………………………………………………….....

**Date(s) of Hire** ………………………………………………………………………………………

**Times** Enter Building ……………………. Activity Start Time ………………………….

 Main Activity Ends ………………. Leave Building ………………………………

**Name of Representative** ………………………………………………………………………….

**Address** ……………………………………………………………………………………………..

……………………………………………………………………….. **Postcode** …………………

**Telephone No.** …………………………….. **Alternative No.** ………………………………….

**Email** …………………………………………

**Nature of Event or Activity** ………………………………………………………………………

**Halls and rooms required** (please tick as appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| **Room** | Size | Rate | Required |
| Main Hall | Seats 80 | £50 |  |
| Small Hall | Seats 40 | £30 |  |
| Front room  | Seats 8-10 | £15 |  |
| Creche room |  | £15 |  |
| Rear small room | Seats 8-12  | £15 |  |
| Kitchen  | Shared | Free |  |
| **Total Charge** |  |  |  |

**Expected number of attendees** ………………………………………………………………….

Any other relevant information …………………………………………………………………….

…………………………………………………………………………………………………………

**Declaration:** I have read and agree to abide by the terms and conditions of hire.

Signature ……………………………………………………….. Date …………………………..