

# **Bunyan Meeting, Mill Street, Bedford**

## CONDITONS OF HIRE

The “Management” or “Church” ” refers to the Deaconate and Minister of Bunyan Meeting.

The “Hirer” is the person or company named on the application form.

### **1. Accommodation**

The areas available for hire along with the maximum number of people permitted (seated) are:

- 1.1. The Large Hall (max 100)
- 1.2. The Ampthill Room first floor (max 40)
- 1.3. The Stevington room ground floor (max 40)
- 1.4. The Harrowden room ground floor (max 40)
- 1.5. The Elstow room ground floor (max 8)
- 1.6. Sanctuary and Foyer (c 200)
- 1.7. Foyer (20)
- 1.8. The Large Kitchen can be hired for use with any of the above areas although it is on a different level from all but the Hall, Sanctuary and Foyer. It can be used just for tea/coffee or full use. If the latter crockery and cutlery is provided and hirers must comply with uses specified for the two sinks i.e. hand washing and washing up. We encourage groups to refrain from using one-use plastic and use the crockery, glasses and cutlery provided. Recycling bins are also provided.
- 1.9. The Small Kitchen (with fridge and microwave only) is on ground floor level and can be used for light food preparation and hot drinks.
- 1.10. There is no car park on site. The nearest is the multi-storey car park in Lurke Street MK40 3HZ. Unloading can take place on the St Cuthbert’s roundabout via the Museum entrance or Mill Street via the church entrance or through the gardens to the other Museum entrance.

The Basement and Craft room can be hired via the Basement Co-ordinator Anne-Marie Abbate (mob: **07775 973 501**)

## 2. Applications

All applications for the use of any of the rooms at Bunyan Meeting must be made on the official booking form and sent via email to [bunyanmeeting@gmail.com](mailto:bunyanmeeting@gmail.com) or via post to the Administrative Assistant, Bunyan Meeting, Mill Street, MK40 3EU. Please note that a booking cannot be confirmed until a booking form has been received. Provisional telephone bookings will be held for two weeks only.

## 3. Timings

- 3.1. Rooms are unavailable prior to the agreed time as stated on the Booking form. If timings are changed subsequently by phone or conversation the Administrator will amend the form. Any new hours will be charged for.
- 3.2. **A minimum of 15 minutes must be included before and after the meeting to allow for set-up/take down and arrival and departure of attendants.**
- 3.3. Extra time at the beginning and end of the sessions will be charged for by the hourly rate unless it has been included in the timing on the booking form.

## 4. Payment

- 4.1. We do not usually charge a booking fee or deposit but may do so on occasions when a Hirer is unknown to us, at the discretion of management.
- 4.2. The full fee must be paid within 14 days of the issue of an invoice. Invoices are sent out by email retrospectively in the first week of the month after the event

## 5. Cancellation

- 5.1. All bookings cancelled within one week of booking will be subject to a 50% charge.
- 5.2. All booking cancelled within two weeks of booking date will be subject to 25% charge
- 5.3. All booking cancelled with at least two weeks' notice will not be subject to a charge.
- 5.4. The Administrator works part-time but phone messages and emails will be accepted if cancelling a booking (or speaking to another member of staff such as a Caretaker and followed up by an email).

## **Cancellations by Management**

- 5.5. The Management are at liberty to terminate any agreement in relation to the hire of any room on site if it considers the Hirer to be in breach of the Conditions of Hire.
- 5.6. **If the rooms are required for church use (e.g. for a funeral) this will take precedence over any other booking. In this event, every effort will be made to notify the Hirer well in advance and where possible, offer alternative accommodation.**

## **6. Catering**

- 6.1. **External Caterers:** Details must be provided on the booking form of any external company that will need access to the premises. The Management accept no liability for loss or damage to items left on the premises by a caterer.
- 6.2. **Unconsumed Food:** The Hirer is responsible for the disposal (and removal from the premises) of all left over food and should provide their own black bin liners. Any unopened food not required can be donated to the Foodbank.
- 6.3. **Alcohol:** the church allows the consumption of only wine and beer on the premises.

## **7. Hirer Responsibilities**

- 7.1. **Cleanliness:** The Hirer is responsible for leaving the facilities in a clean and tidy condition at the end of use, having replaced and furniture which has been moved. All rubbish including and food, bottles and jars must be taken away from the premises by the Hirer and not placed in the wheelie bins.
- 7.2. **Damage:** The Hirer is responsible for all damage to the building, fixtures, furniture and items belonging to the Management and should report it to the Caretaker before leaving the premises (or ring the next day if a Key Holder).
- 7.3. **Facilities:** A SMART TV with an HDMI cable is available for hire but the Hirer is responsible for having the right laptop, cables and expertise to use it.

## **8. Prohibited Activities**

- 8.1. Parties are not allowed except for Church members and must be approved by Management.
- 8.2. No animals are permitted on site (except 'Support' dogs).
- 8.3. The church has a No Smoking policy in all of its rooms and garden.

- 8.4. Adhesives such as Sellotape or Blu tack must not be used to secure “materials” to the walls or woodwork.
- 8.5. The Church is not normally available for bookings on a Saturday after 4.00pm or evenings unless for church events and for keyholding groups.

## **9. Insurance/Safety**

- 9.1. The Hirer shall observe all safety regulations and procedures in accordance with instructions in each room. A regular Fire test is carried out on Mondays between 9.30am – 10.30am.
- 9.2. The Management will not accept responsibility for any loss or damage or accidents occurring during the occupation of the Bunyan Meeting premises. Hirers must satisfy themselves that the premises are suitable for the purpose for which they are required and that they (the Hirer) have the appropriate insurance cover as the insurance of this church does not indemnify organisations, which are not part of the church, for their own distinct liability.
- 9.3. First Aid boxes are situated in the Church Office, both Kitchens, Basement and the Coffee shop.
- 9.4. A list of trained First Aiders is in the Office.

## **10. Safeguarding**

- 10.1 Regular groups who hire our facilities and who work with children and vulnerable adults will be asked to send us a copy of their Safeguarding policy. All groups who hire our rooms shall abide by the Safeguarding Policy of the Church which can be found on our website or a copy can be sent on request.
- 10.2 If the Hirer is working with children or vulnerable adults they must hold a current satisfactory disclosure from the Data and Barring Service (DBS Certificate) and ensure all others working with them also have a current DBS Certificate.
- 10.3 Regular groups who hire our facilities and who work with children and vulnerable adults will be asked to send us a copy of their Safeguarding policy. All groups who hire our rooms shall abide by the Safeguarding Policy of the Church which can be found on our website, or a copy can be sent on request.
- 10.4 **The responsibility for implementing, maintaining and adhering to all legislation and best practice in connection with safeguarding, supervision and safety associated with the Hirer’s activities on the church premises lies solely with the Hirer.**

**When you sign the booking form you are assenting to these terms.**

All concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority,

Is you have any questions about these conditions please contact the Administrator between 10.00am – 1.00pm Monday to Friday.

Telephone: (01234) 231722

*January 2025*