

# Downton Baptist Church: Hall and Church Users Booking Form

## Conditions of Use

### Church office hours:

The Church office is open Monday to Thursday, 9.00am to 1.00pm.  
Downton Baptist Church, South Lane, Downton, Salisbury, Wiltshire SP5 3NA.  
Telephone 01725 512971 Email: [office@downtonbaptist.org](mailto:office@downtonbaptist.org)

**Risk Assessment:** Please provide a Risk Assessment of your activity demonstrating hygiene and safety of your event to be checked by the Church before booking can be accepted.

### Our Facilities:

The Church consists of foyer, hall, Kitchen, side room, toilets and field.  
Toilets can be accessed from the exterior of the Church if required.  
If you would like use of the field please note: **No** dogs allowed.

### Keys:

You will be provided with details of collection and return of keys.

### Charges for rental:

The cost is £25 per session. A session is either: Morning, Afternoon or Evening.  
Exact time to be agreed.

### Parking:

Hirers are reminded that cars should be parked in the car park at owner's own risk and not in South Lane.

### Kitchen:

Use of the kitchen can be arranged. All hirers serving food must complete the Event Food Safety Record, which can be found on the noticeboard in the kitchen.  
The fully equipped kitchen stocked with crockery and cutlery.

### Fire and Health and Safety Procedures:

Our Fire and Health and Safety policies are displayed on the notice boards in the foyer and main hall. All users must ensure that they are aware of procedures and actions. Please be clear that you are responsible for your own operations. Copies are available on request.

### Licences:

Downton Baptist Church does **not** hold an alcohol/liquor licence and we are not able to support an application for temporary licence. This means that alcohol may **not** be sold on the church premises. Please note that new laws mean that alcohol cannot be exchanged for a donation, or included in the ticket price, without a licence. Downton Baptist Church does **not** permit gambling on the premises, including raffles.

### Smoking:

There is **no** smoking on church premises.

### Safeguarding:

Downton Baptist Church adheres to a Safe to Grow Policy for the protection of children and vulnerable adults and it is essential that hirers undertake the same legal requirements. Please note that other areas of the premises may be used by other groups and that access to the toilets and kitchen may be shared.

**Insurance:**

Please make sure you have the correct insurance in place.

**PAT Test Notification Labels:** Any portable appliances brought onto the Church premises must have current PAT Test labelling.

**Our Commitment to you:**

By arrangement, to offer you the use of the Church premises.

**Your Commitment to us:**

To leave the Church premises and field in a clean and tidy state, ensuring all rubbish removed into bins at the rear of the church and recycling bins used.

Please return chairs and tables as found.

Report any problems to the Church Office as soon as possible.

Switch off electrical appliances (except fridges) after use.

To ensure the security of the premises during your stay and on departure.

To return the keys as agreed.

Please see attached Hire of Hall/Church Checklist.

**Methods of payments:**

Cheques made payable to: 'Downton Baptist Church'. If by Bank Transfer (BACS): - Bank Transfer to: CAF Bank Limited. Our Account Name: Downton Baptist Church.

The Sort Code: 40-52-40. The Account Number: 00020728.

**Privacy Notice**

Under Data Protection legislation the church Charity Trustees of Downton Baptist Church are the Data Controller and can be contacted by ringing 01725 512971 or emailing [office@downtonbaptist.org](mailto:office@downtonbaptist.org)

We are collecting this information to enable the Church to keep in touch with you and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our Church database which is held on the church office computer which is password protected and accessed only by the Ministers, the Trustees and Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Ministers. This information will NOT be disclosed to anyone else without your consent.

If you serve Downton Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Office. You also 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 Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.

<b>Type of Contact</b>	<b>Church Booking</b>		
<b>Personal Data</b>			
<b>Name</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>Telephone number (Home)</b>			
<b>Telephone number (Mobile)</b>			
<b>Email Address</b>			
<b>I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church and used to contact me in connection with this booking.</b>	<b>Signature</b>	<b>Date</b>	
<b>Booking details</b>			
<b>Date requested for the booking:</b> <b>Morning / Afternoon / Evening Time:</b>			
<b>Number of people expected</b>			
<b>Nature of booking</b>			
<b>Long Term Bookings</b>	<b>Commencing</b>		<b>Finishing</b>
	<b>Detail of Hire: Day, term time etc.</b>		
<b>Rate agreed for regular users</b>			
<b>Key Holders form completed for regular users.</b>	<b>Yes/No</b>		
<b>I accept the terms of the booking and have arrangements for payment online or by cheque.</b>	<b>Signature</b>	<b>Date</b>	

## Key holder for booking

Personal Data for key holders	
Full Name	
Address	
Telephone number (Home)	
Telephone Number (Mobile)	
Email address	
I have read the conditions of use and privacy statement and will return the key at the end of this agreement.	Yes /No
I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church.	Yes/No Signature <span style="float: right;">Date</span>

Personal Data for key holders	
Full Name	
Address	
Telephone number (Home)	
Telephone Number (Mobile)	
Email address	
I have read the conditions of use and privacy statement and will return the key at the end of this agreement.	Yes /No
I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church.	Yes/No Signature <span style="float: right;">Date</span>