

## terms and conditions

- ◆ Every application must state nature, purpose, content and programme of the event for which premises are required.
- ◆ Recurring bookings are limited to three months and subject to renegotiation, provided there has been compliance with the terms and conditions.
- ◆ Our rates are Commercial and Charitable / Community. This latter category applies to hirers who can satisfy the Trustees of Highbury Baptist Church their organisation is :  
i) established for the benefit of the community;  
ii) not for profit; and iii) a charity / self-funded. Commercial rates will apply to all other groups and organisations.
- ◆ The hirer must not sub-let to another group.
- ◆ The Trustees of Highbury Baptist Church reserve the right to refuse, alter, or cancel lettings at their discretion.
- ◆ Publicity material used to promote the hirer's event is to be approved by Highbury Baptist Church. Media coverage within the building requires the confirmation of their Trustees.
- ◆ Highbury Baptist Church is designated as a no-smoking area. The hirer is to ensure that those wishing to smoke who attend their function do so outside the building.
- ◆ No alcohol is to be consumed in the building.
- ◆ The building is not to be used for promotion of teachings / activities inconsistent or conflicting with the ethos of Highbury Baptist Church.
- ◆ As the building is used as a Christian facility, the Trustees of Highbury Baptist Church expect high standards of behaviour from all users. Hirers are responsible for the conduct of their group while at the building.
- ◆ The premises must be left in good order and vacated not later than the time booked. A levy will be charged for any time that the hirer uses over and above that booked.
- ◆ Hirers are responsible for the cost of damage to the building or its contents by any member of the hirers' group. Highbury Baptist Church reserve the right to withhold the deposit where the building or contents are damaged.
- ◆ The hirer is responsible for making sure that numbers who attend an event do not exceed that quoted in the application; failure to do so may incur additional charges.
- ◆ Highbury Baptist Church is covered by Public Liability Insurance. However, liability will not be accepted by Highbury Baptist Church for loss of / damage to anything belonging to a person or organisation using the building. Nor do we accept liability for any personal accident, or illness sustained by any person. *Hirers must carry their own public liability insurance cover.*
- ◆ Highbury Baptist Church employ staff who are accredited under food & hygiene laws. *But hirers must ensure that if they have food prepared or provided in the building, this is supervised by at least one qualified person.*



**halls  
for hire**

# welcome to Highbury Baptist Church

These areas of our building are available for hire at the following rates :

	foyer room	lower hall	lower floor	upper hall	whole building
<b>commercial</b>					
<i>1 session</i>	70	110	150	150	225
<i>2 sessions</i>	120	190	260	260	390
<i>3 sessions</i>	175	275	375	375	560
<b>charitable / community</b>					
<i>1 session</i>	45	70	100	100	150
<i>2 sessions</i>	80	125	170	170	260
<i>3 sessions</i>	115	180	250	250	375

**sessions:** periods of 3.5 hours,  
e.g. morning / afternoon / evening

**room space:**  
foyer room = 10 people  
lower hall = 70 people  
upper hall = 120 people

If you would like to know about availability, please contact Kester on 07905 241053, or [office@highburybaptistchurch.org](mailto:office@highburybaptistchurch.org).

If you would like to make a booking, return the completed form to:

Kester Putman  
c/o Highbury Baptist Church  
40a Highbury Place  
London N5 1QL.

## Booking form

name of organisation		name of contact	
Address			
tel no's		fax no	
e-mail		Website	
organisation objectives		purpose of hire	
is there an entry fee ? YES / NO			
if so, how much ? £		no's expected	
date of event	access req'd from	access req'd until	no. of sessions

	no of sessions	subtotal
foyer room		£
lower hall		£
lower floor		£
upper hall		£
whole building		£
<b>TOTAL</b>		<b>£</b>

I agree to the terms and conditions, plus all associated costs.  
I apply for use of the facilities, and enclose a refundable £100 deposit.

Sending the form does not necessarily confirm that a booking is accepted.

Name .....

Signed ..... Dated .....

*Highbury Baptist Church aim to advise about the booking within 4 working days.*