Teddington Baptist Church

Information concerning hiring rooms at the Church Centre

Teddington Baptist Church

Please reply to: The Administrator, Church Office

Dear Friend

HIRING ROOMS FOR COMMUNITY EVENTS AT TEDDINGTON BAPTIST CHURCH CENTRE

If you are thinking of holding a community event, we would be delighted if you were to consider using our Church Centre. Please read through the attached information and contact us if you have any queries about its contents.

You will find some additional information including floor plans and photos of all the rooms on our website. Just click on the “Room Hire” link on the “contact us” drop-down menu on the homepage (www.TeddingtonBaptist.org.uk). If you don’t have access to the Internet then get in touch with the Church Office and we will gladly answer any questions you might have. We would also be very pleased to arrange for a visit to the Church Centre so you can see the available rooms and facilities before you make your decision - we are very willing to discuss your requirements with you to see if we can help in any way.

For most events, we can give you a very quick decision on whether the event is suitable for the accommodation we have available and a quotation on the price. In some cases we might have to think through whether it fits with our ethos or how the event might fit in with other bookings which have been made for the same time. However, we would still try to let you have a decision as quickly as possible.

Attachments:

1. Rooms for Hire and Current Prices
2. Plans of Church Centre
3. Standard Hiring Conditions
4. Policy for Acceptable Behaviour
5. Health and Safety Policy
6. Fire Safety Policy
7. Hiring Application Form

Teddington Baptist Church

ROOMS FOR HIRE AND 2027-28 PRICES

Worship Area **£125 per session (see Notes)**
Normally up to 170 people (cinema style) but max capacity is 199 people (cinema style)
Platform party additional (up to 30 people); rear balcony additional (up to 30 people)
Additional facilities: piano, drums, sound or AV system must be specifically booked (see Notes)
Large split level platform; suitable for large events, concerts and talks or lectures; no food and drink

Main Hall **£105 per session (see Notes)**
Up to 200 people (cinema style); up to 150 people for a meal; small stage; wooden floor
Suitable for children's parties, talks, lectures etc and events at which food will be served including meals

Conference Room **£70 per session (see Notes)**
Up to 25 people around table; up to 40 people (cinema style); accessible by stairs or lift; coffee/tea unit
Suitable for wide range of adult groups; can be used with other rooms for breakout sessions

Lower Room **£70 per session (see Notes)**
Up to 60 people (cinema style); up to 40 people around tables
Suitable for medium size children's parties with up to 25 children (wooden floor)
Suitable for events at which food will be served including meals

Upper Room **£65 per session (see Notes)**
Up to 30 people (cinema style); first floor; accessible by stairs and lift; coffee/tea unit

Front Room **£45 per session (see Notes)**
Up to 12 people for a small meeting or discussion group; ground floor

Coffee Bar **£45 per session (see Notes)**
Informal accommodation aimed at young people; up to 10 people for a discussion group
First floor; accessible by stairs or lift and two steps; next door to small kitchen (two steps)

Corner Room **£35 per session (see Notes)**
Up to 12 people for a small meeting or discussion group; ground floor

Back Room **£35 per session (see Notes)**
Up to 8 people for a small meeting or discussion group; ground floor

Lower Mini-Lounge **£17 per session (see Notes)**
Up to 4 people for a small group discussion; ground floor

Kitchen **£45 per session (see Notes)**
If the Kitchen is needed to prepare a hot or cold meal it should be booked for exclusive use and a fee paid (if, exceptionally, shared use for preparation of meals is agreed then the fee will be apportioned appropriately).
Unless so booked, the Kitchen is available to all groups without charge for making hot and cold drinks. Users have to provide their own consumables (e.g. biscuits, coffee, tea, milk, sugar etc).

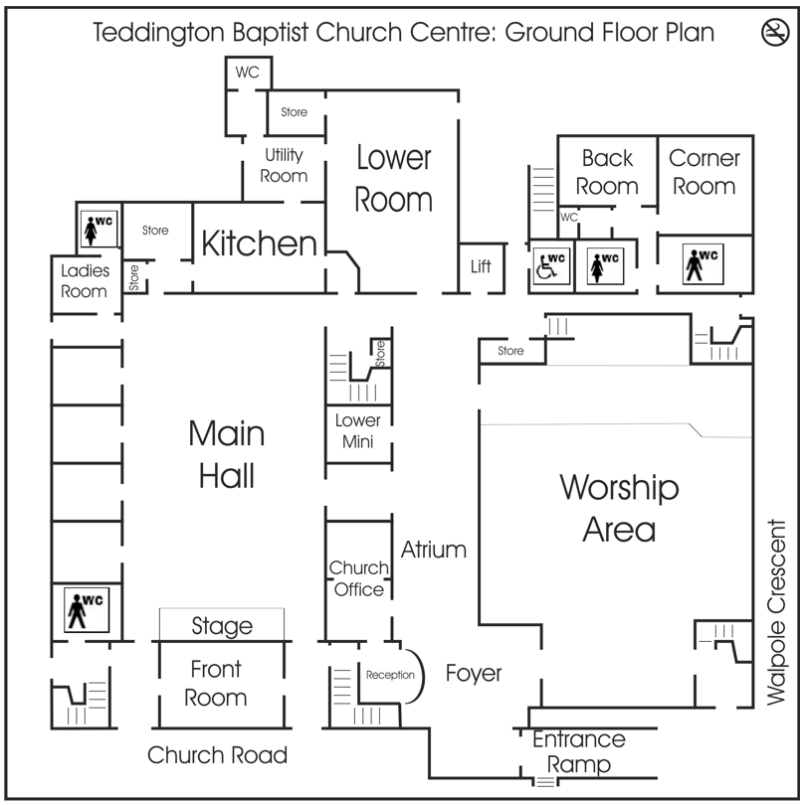
The **Atrium** is not normally available for sole use but if it is booked out for sole use, the charge is £57 per session.

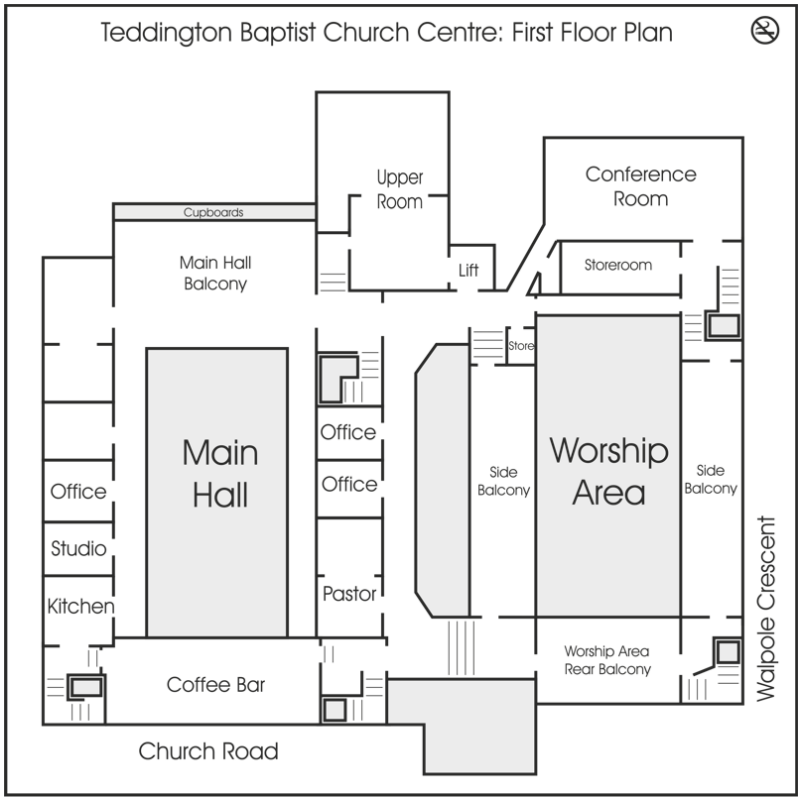
Notes

1. Read our Standard Letting Conditions and our Policy on Acceptable Behaviour before applying for a booking. Full details of all the rooms available for hire can be obtained from our website or from the Church Office.
2. The fees shown are a session of up to four hours. The standard times for sessions (which can be varied on request) are - Morning: 9am-1pm; Afternoon: 1pm-5pm; Evenings: usually only Tuesdays 5pm-8.30pm
3. The Foyer, Atrium, linking corridors and toilets are for use by all groups using the premises on a shared basis.
4. The following are **not** allowed on the premises: (a) smoking; (b) the serving or consumption of alcohol. (See the Standard Letting Conditions for these and other restrictions).
5. Chairs, tables and other standard equipment will be provided without additional charge if available. Please specify what is wanted on the Letting Application Form. We do not provide consumables (e.g. flip chart paper & pens etc).
6. The Worship Area has an electric piano, and drums plus sound and AV systems. These are each available for use by those hiring the Worship Area for an additional charge but their use must be agreed in advance. Operators must come from a list approved by the Church or be separately agreed. Operators may need to be paid directly by the User (while the Church will recommend a fee, it will have to be agreed with the operator).

Teddington Baptist Church

PLANS OF THE CHURCH CENTRE





Standard Hiring Conditions

Teddington Baptist Church — Conditions for the Use of the Church Premises

(Updated on 16 Sept 2026)

Fees, deposit and cancellation

1. The agreed fee for the use of the premises must be paid in advance of the hiring together with a deposit of £50 (or such other sum as the Church may specify) except for regular Users who may be invoiced at the end of each month or otherwise as agreed. Any deposit will be refunded within seven days of the hiring unless there has been damage to the premises or to the Church's furniture or equipment for which the User is responsible, in which case the Church is entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The Church reserves the right to refuse any application.
3. The Church may cancel the letting if any statement made on the application form is not accurate, and shall pay no compensation to the User or any other organisation or person for such cancellation.
4. The Church may cancel the letting if the full agreed hire fee has not been paid at least seven days in advance of the letting. In such case the Church will refund any part of the fee already paid but shall pay no compensation for the cancellation.
5. The Church may cancel any letting in exceptional circumstances (for example a funeral) but will endeavour to give at least seven days' notice and will refund any part of the fee already paid; no compensation will be payable.
6. The full agreed hire fee is non-refundable if the User gives less than 48 hours' notice of cancellation.

Use of the premises

7. The Church retains control, possession and management of the premises. The User has no right to exclude the Church, its Charity Trustees or those authorised by them from any part of the premises.
8. Each booking is granted on a non-exclusive basis and remains subject to (a) the Church's normal operation and use of its premises for its own worship, ministry and administrative purposes, and (b) the availability of the Church's reception and administrative support to facilitate the User's use at the relevant time. The Church may adjust, reschedule or cancel a booking where such operational or reception support cannot be provided, and will endeavour to give reasonable notice.
9. The premises may only be used by the User and only for the purpose and during the period indicated on the application form.
10. The Church may, on giving reasonable notice, require the User to transfer to alternative or comparable space elsewhere within the building.

11. After use, the premises must be left in a clean and tidy condition with all furniture and equipment returned to its original position. The User must ensure that all heaters, lights and taps are turned off, all litter and rubbish removed, and all doors and windows properly secured.
12. Events must finish by 22:00. In view of the residential nature of the neighbourhood, the use of amplified music must be moderated and those leaving the premises in the late evening must do so quietly.

Care of premises, fixtures and fittings

13. The User is responsible for all damage (other than fair wear and tear) to the premises or to any of the Church's fixtures, fittings or equipment occasioned in whatever way by the use of the premises.
14. No person may smoke or vape on the Church premises. Alcohol may not be supplied or consumed on the Church premises.
15. Activities that might reasonably be foreseen as liable to cause damage or injury, including the use of any type of firework or weapon, are not permitted.
16. Any electrical equipment brought onto the premises must conform to British Safety Standards.
17. No alteration or addition to the electrical installations may be made, and no additional staging, curtaining or scenery may be erected, without prior written agreement from the Church, which reserves the right to charge a separate fee for such use.
18. The use of equipment of an unusual nature (for example bouncy castles) is not permitted without prior written agreement from the Church, which reserves the right to charge a separate fee for such use.
19. The use of the Church's pianos, drums, sound or AV systems, or other specialised or electrical equipment (other than standard kitchen appliances), is not permitted without prior written agreement from the Church, which reserves the right to charge a separate fee.
20. Food and drink may not be served, taken into or consumed in the Worship Area unless permission is specifically granted.
21. Cooking may only be done using the kitchen and the standard kitchen appliances provided, and only if the kitchen has been included in the letting and specified for cooking or the preparation of meals. The kitchen must be left clean and tidy after use. The User must provide its own consumables (for example biscuits, coffee, tea, milk, sugar).
22. The User must not leave any equipment, furniture or articles of any kind on the premises without prior written agreement from the Church, which reserves the right to charge a separate fee for any agreed storage.
23. The User must provide its own consumables for use with equipment (for example pens and paper for flip charts).

Liability, insurance and indemnity

24. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the premises, save for such injury or loss as arises from the

Church's own responsibility for the general maintenance of the premises. The User will keep the Church indemnified against any claims for which the Church is not responsible.

25. The User must notify the Church of any defect in the premises or in any of the Church's furniture or equipment of which it is aware.
26. Where the activity to be carried on requires it, the User must hold its own public liability insurance for that activity and must produce evidence of cover on request.

Health, safety and safeguarding

27. The User will comply with the Church's Health and Safety Policy and Fire Safety Policy and will ensure that all those using the premises are aware of the appropriate safety and emergency evacuation procedures. Fire exits must be kept clear at all times.
28. Where the premises are used in connection with activities involving children, the User will comply with the Government's current safeguarding guidance, including Working Together to Safeguard Children 2023, and will ensure that all paid staff and volunteers have been subject to appropriate DBS checks and have completed appropriate safeguarding training. The User will, on request, provide a copy of its current safeguarding policy and procedures.
29. Children under the age of 16 must at all times be under the direct supervision of (a) at least one parent or an adult over the age of 18 officially designated to act in loco parentis, or (b) at least two responsible adults aged over 18.
30. The User will enforce, and assist the Church in enforcing, the Church's standards of acceptable behaviour appropriate to the accommodation, and will require any person not conforming to those standards to leave the premises.

Christian ethos and equality

31. The Church is a Christian organisation with a Christian charitable purpose, Christian doctrine and strongly held convictions and beliefs (see the Church's ethos statement, available from the Church Office).
32. The Church reserves the right to refuse or terminate any hiring of its premises that involves another religion or belief where such hiring would be in conflict with the Church's charitable purpose or would cause offence on the grounds of religion or belief to the Church's members.
33. The Church may terminate this agreement immediately at any time if:
    - there is a breach of these Conditions by the User; or
    - the User has made a misrepresentation in the Hiring Application Form, or has failed to disclose material information that may be relevant to the decision of the Church whether to allow the hiring to take place, given its Christian doctrine, ethos and/or strongly held convictions.

Teddington Baptist Church

As a Church we seek to be open and welcoming to all our users. However, out of respect for those users, the staff who operate the premises, and the God to whose work the premises are dedicated, we have adopted the following..

POLICY FOR ACCEPTABLE BEHAVIOUR ON THE CHURCH PREMISES

The premises of Teddington Baptist Church are private property and there is no public right for anyone to be on the church premises.

Children under the age of 16 may only be on the premises if they are at all times under the direct supervision of (a) at least one of their parents or an adult over the age of 18 officially designated to act *in loco parentis;* or (b) at least two responsible adults aged over 18.

Those using the premises must obey the instructions of the church leadership, those placed in charge of the premises by the church leadership, or in the absence of any of those people, the instructions of church members. Anyone not conforming to an acceptable standard of behaviour appropriate to church premises may be asked to moderate their behaviour or be required to leave the premises. Examples of unacceptable behaviour are given below, but these are only examples.

Examples of Unacceptable Behaviour

- Harassing, abusing, threatening or showing a lack of respect for others;
- Giving others concern for their own personal safety or well-being, the safety or well-being of others, or the safety of their property or possessions;
- Defacing or damaging any part of the premises, its equipment, or the possessions of others;
- Being dressed in a sexually provocative way;
- Engaging in overtly sexual conduct;
- Swearing or blaspheming;
- Possessing, consuming or being under the influence of alcohol;
- Possessing, using, or being under the influence of any illegal substance;
- Being in possession of an offensive weapon even if properly licensed;
- Smoking;
- Dropping litter;
- Eating or drinking in unauthorised areas;
- Making unauthorised use of equipment including telephones, computing and photocopying equipment;
- Interfering with or misusing equipment provided for reasons of health, safety or welfare;
- Behaving in a way which is likely to bring the name of the Church into disrepute.

Teddington Baptist Church
September 2015

Teddington Baptist Church

HEALTH AND SAFETY POLICY

1 The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the Church premises.

2 The Church will, therefore, take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:

2.1 so far as is reasonably practicable the maintenance of the Church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

2.2 the provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health;

2.3 assessing the risk to the health and safety of all those who use the Church premises;

2.4 ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

2.5 the provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety of those who use the Church premises;

2.6 the provision and maintenance of a proper environment for all those who use the Church premises that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;

2.7 consulting, where necessary, with Church employees and volunteers on the implementation of any changes to this Policy;

2.8 ensuring that adequate funds and resources are made available for carrying out this Policy.

3 The Church has given the overall responsibility for the fulfilment of this Policy to Colin Hicks as the Church's Health and Safety Officer but subject thereto the Leadership Team will be responsible for carrying out the implementation of the Church's policy and for the issue of supplementary policy statements where this may be necessary.

4 The Health and Safety Officer will:

4.1 carry out appropriate risk assessments (these to be reviewed annually) of the Church premises and activities and report to the Leadership Team as necessary;

4.2 co-ordinate the implementation of the Church's Health and Safety Policy and related policies;

4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence;

4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;

4.5 ensure that all appropriate arrangements are made to provide for first aid;

4.6 ensure that all Food Safety legislation is complied with;

4.7 arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees and volunteers as necessary;

4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;

4.9 ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

5 All employees and volunteers will:

5.1 take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping.

5.2 as regards any duty or requirement imposed on the Church or any person by or under any of the relevant statutory provisions, co-operate with the Church so far as is necessary to enable that duty or requirement to be performed or complied with;

5.3 ensure that they shall not intentionally or recklessly either interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;

5.4 make themselves familiar with and conform to the Health and Safety Policy of the Church at all times;

5.5 observe all safety rules, procedures, and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;

5.6 conform to all the Food Safety regulations that are applicable to themselves;

5.7 co-operate with the Church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;

5.8 report to the Church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;

5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;

5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the Church premises.

6. There are separate but related policies on: (a) Fire Safety; (b) Manual Handling; and (c) Working at Heights.

September 2026

Teddington Baptist Church

FIRE SAFETY POLICY

1. Introduction
The purpose of this policy is to set out the way in which the Church intends to manage its premises in line with good fire safety practice to protect all those using the buildings. It is also to ensure that the Church complies with the legal obligations of the Regulatory Reform (Fire Safety) Order 2005.

2. Responsibility
The Leadership Team (LT) is elected by the Church Meeting and has overall responsibility for all Church policies and their implementation. The Responsible Person on LT for the premises including Fire Safety is Ed Wilson. As the Responsible Person, he must (a) carry out or arrange for a risk assessment of the premises; (b) ensure that the Church implements and maintains appropriate and adequate fire safety measures to minimise the risk to life from fire.

The LT has appointed Colin Hicks as the Church's Fire Safety Officer. In that role he is the Competent Person responsible for the implementation of this Fire Safety Policy.

3. General Fire Safety
In August 2015, the Church commissioned an external Fire Safety Risk Assessment. Its recommendations include the installation of a fire alarm system and a number of additional fire safety features (e.g. additional fire doors). This Fire Safety Policy may need to be revised as the recommendations are implemented.

The Church premises have been equipped with a number of general features to improve fire safety:

- Emergency lighting along routes to fire exits;
- Adequate, well maintained fire safety equipment (extinguishers and emergency sirens);
- Appropriate signage including marked fire exits;
- Smoke detectors in the main kitchen and kitchenettes;

The Fire Safety Officer will oversee the inspection and maintenance of these systems and equipment in accordance with the required schedules. Checks on other equipment and systems which contribute to fire safety will also be carried out in accordance with the required schedules:

- Fixed electrical systems will be checked every five years;
- Portable Appliance Tests (PAT) will be conducted annually;
- Gas safety checks will be conducted annually;
- The central heating boilers will be serviced annually under contract.

The Church will also conduct specific processes and encourage a number of practices to minimise the risks of a fire starting and to minimise the risk to individuals in the unlikely event of a fire. These will be informed by an annual review of the Church's Fire Risk Assessment (see below).

4. Fire Risk Assessment
The Church will hold an annual review of its Fire Risk Assessment, taking account of new legislative requirements and drawing, as necessary, upon external advice. The annual review should look at all aspects of fire safety and should identify any actions required to improve fire safety, including any appropriate changes in this Fire Safety Policy.

5. Good Housekeeping
The following "good housekeeping" procedures should be followed throughout the Church premises:

- The "no smoking" rule should be strictly enforced;
- Internal waste bins should be emptied regularly to an external bin housed in the car park away from the buildings. The external bin should be emptied weekly;
- Recycling bins should be cleared regularly and before they are full;

- All escape routes and fire exits should be kept clear and rooms should be kept tidy;
- Flammable materials should be kept well away from any gas and electric fires;
- Any flammable cleaning materials should be stored in a locked store;
- Furniture and furnishings will only be bought (or accepted as donations) if they conform to appropriate fire safety standards;

6. Kitchen
Kitchens present particular risks, especially as sources of potential ignition. In the case of the Church premises, particular care should be taken over the use of the microwave oven and the gas oven, gas grill and gas hob in the main Kitchen:

- The Kitchen should never be left unattended when items are cooking;
- Metal items should not be placed in the microwave and it should be turned off if the kitchen is vacated;
- Saucepans on the gas grill should be turned so their handles do not stick out or over another gas ring.

When any of the gas oven, gas grill or gas hob are used:

- The ventilation hood should be turned on;
- Those using the Kitchen should avoid wearing loose clothing (or take special care to keep their clothing away from flames);
- The gas appliance should be double checked at the end of any use to ensure that the flames are properly extinguished and the gas has been turned off;
- The gas appliances should be cleaned after use (particularly to avoid the build up of fat and waste food which could start a fire).

An information note about use of these gas appliances should be provided to all kitchen users which will include the requirement to notify Reception if any of them are used. The lock-up routine for the premises should include an inspection of the Kitchen to ensure, among other checks, that the gas oven, gas grill and gas hob have been properly turned off.

7. Candles
On the rare occasions when candles are used during services or other activities, care should be taken to ensure:

- That, if possible, the candles used are fixed in one position and that they are good quality slow burning candles placed in a heat resistant container on a stable surface away from flammable materials (like curtains, clothing, hair, foliage and decorations);
- That, if fixed candles are not appropriate and hand held candles are to be used, then they are purpose-made candles with slide-on card drip trays. Any use of hand held candles by children must be closely supervised by responsible adults.

8. Training and Guidance
Employees and volunteers who carried out regular functions on the church premises (for example as stewards, on Reception, in the Church Office) should be given training and guidance at least annually to support the Church in the implementation of this Fire Safety Policy. This should include:

- Identification of the fire detection & alarm systems operating in the building;
- The action to be taken on discovery of a fire or hearing the alarm;
- The evacuation procedure, including procedure for directing members of the public, and other occupants – paying particular attention to those who are physically disabled and those with impaired sight & hearing – to the exits and off the premises;
- The arrangements for calling the emergency services (including the fire brigade);
- The location, purpose and use of fire fighting equipment;
- The location of shut-off valves (see below);
- The detail, and location, of escape routes, especially those not in regular use, as well as the importance of keeping access to escape routes clear;
- The importance of keeping fire doors closed in order to prevent the spread of fire, heat and smoke;
- The reason for not using the lift;
- The importance of general fire precautions and good housekeeping.

The leaders of all groups using the premises should also be given information on actions to be taken in the event of a fire and/or an emergency evacuation.

9. Fire Drills
Fire Drills should be conducted [annually] on both Sundays and on weekdays.

10. Shut-off Valves

The emergency services may need to know where to find the main shut off valves which are as follows:

- The gas shut-off valves are located in the cupboard under the stairs outside the Main Hall gents toilets, in the boiler house and in the Kitchen;
- The water shut-off valves are located underground in the car park and outside the Walpole Crescent door;
- The main electrical switch boxes are located with the meters in the cupboard behind Reception and behind the panel on the Worship Area upper platform. There are additional electrical switch boxes in the Minister's Office, high on the wall in the lobby at the junction of Church Road and Walpole Crescent, and in the Main Hall (high on the wall to the Kitchen).

September 2026

Hiring Application Form

Teddington Baptist Church ("the Church")

1. **Name of individual / organisation (the "User"):** _____
2. **Full description of the proposed use of the premises and the activities to be carried out:**

   _____

   _____
3. **Number of people expected:** _____
4. **Dates and times required:** _____
5. **Room(s) required:** _____
6. **Name, address and telephone number of the person responsible for the booking:**

   _____
7. **Name, address and telephone number of the person supervising the activity (if different):**

   _____
8. **Does the activity involve children, young people or adults at risk?** YES / NO

If YES, the User confirms compliance, where applicable, with Working Together to Safeguard Children 2023, and agrees that all paid staff and volunteers hold appropriate DBS checks and safeguarding training.

9. **Is the User's organisation a charity?** YES / NO Charity number (if any):

   _____
10. **Has the User used Church premises before?** YES / NO
11. **Public liability insurance — insurer and policy number:**

    _____

I confirm that I have read and accept the Standard Hiring Conditions overleaf (Appendix B) and the Church's Lettings Policies. I enclose a deposit of £50 (or as otherwise notified).

Signed: _____ Date: _____

Confirmation of booking (to be completed by a person authorised on behalf of the Church)

I confirm on behalf of the Church that the booking as indicated on this form is accepted, subject to the Standard Hiring Conditions overleaf and to payment of the agreed fee of £ _____. The booking is further subject to the Church's normal operation and the availability of reception and administrative support at the relevant time. Specific dates and times will be confirmed by the Church Administrator on each occasion and are not guaranteed unless expressly confirmed.

Signed: _____ Date: _____

Print name and role: _____