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.