

Room Hire

Community Events
Birthday Parties
Support Groups etc



Clarence Park
BAPTIST CHURCH

Many of the spaces at Clarence Park Baptist Church are available to hire by groups or organisations not associated with the church.

Please read through the information in this leaflet before making an enquiry. Please feel free to call the Church Office (01934 645719) or email roombookings@cpbc.co.uk for more information. If a site visit would be helpful before making a booking, please contact us.

Bookings are accepted subject to availability and on receipt of the hire fee applicable at the time.

General Information

- The church reserves the right to refuse any application.
- There are some restrictions on the use of the building. (Please check before booking.)
- This is a 'non smoking' building.
- We have a strict 'no alcohol' policy.
- Please note that the building is not available for hire on Sundays.
- All room bookings are subject to a minimum charge of two hours. Discounts may be available for half day and full day bookings.
- There is no car parking available on our church premises. However, users may temporarily park down the side of the church to load and unload.
- We ask that you be on time for starting and finishing, so that other people and other bookings are not affected. Please ensure that the length of time you book with us includes your setting up, clearing up and cleaning times.

Payment

- We require a £50 deposit with each booking, refundable if the building is left in good condition.
- Published hire charges may be varied at the discretion of Clarence Park Baptist Church as needed.
- Full payment is required 2 weeks before the event. Failure to pay will result in cancellation and loss of deposit. If you have a long-term regular booking with us, we still require payment 2 weeks in advance unless an invoicing arrangement has been agreed.
- If your booking is confirmed and you then cancel, the following charges will apply:
 - 7 working days before the event: 50% of the hire charge;*
 - Less than 7 working days before the event: 100% of the hire charge.*
- Payments may be made in cash, by cheque or by bank transfer.
- Please make all cheques payable to "Clarence Park Baptist Church".
- Sort code: 40-52-40
Acc No: 00035721

Next steps

- Once you have made your initial enquiry and an in-principle decision has been made, please read the documents listed below, which are all available on our website. Hard copies can be supplied on request.
- Complete the Booking Form on the next page and return it to the Room Bookings coordinator together with your £50 refundable deposit.
- Confirmation of your booking will be made, usually by email, once we have received full and final payment by 2 weeks prior to your hire date.

Essential reading

- **Terms and Conditions of Hire**
- **Acceptable Behaviour Policy**
- **Church Safety Policy**
- **Room Hire Charges**

These documents are available here: www.cpbcc.co.uk/contact-us/room-bookings. Hard copies are available on request.

You will be required to sign that you have read and understood these documents before your booking is confirmed.

Room Booking Request Form

Name of hirer or organisation		
Address		Invoice address (if different)
Postcode		
Contact person		
Telephone	Landline	Mobile
Email		

Event Description					
Event Date	Unlock time (please include setup time)	Lockup time (please include cleanup time)	No. of adults	No. of children	Total hours required

Room(s) required <i>Please tick</i>	Main Hall	Kitchen	North Room	South Room	Upper Coffee Lounge	Worship Sanctuary

Additional equipment required <i>(Additional charge may apply)</i>	Table cloths	Flip chart & pens	TV/DVD	Projector	PA	Toys <i>(please state ages)</i>

Additional comments/requirements	
Charity name (if applicable)	

I confirm that I have read the Essential Reading documents listed opposite. I agree to the Room Hire Terms and Conditions and I enclose a cheque for £50 as a deposit.

Signed Date

Please return this form and deposit to the Room Bookings Coordinator,
Clarence Park Baptist Church, Walliscote Road, Weston-super-Mare BS23 1ED