



**SEAFORD BAPTIST CHURCH**  
BELGRAVE ROAD, SEAFORD, EAST SUSSEX BN25 2EE  
Tel: 01323 896009 (Office)  
Office e-mail:seaford.baptist@btconnect.com

**All premises to be booked through The Church Office**

***BOOKING FORM***

**Name of organisation:**

**Name of Organiser of Event:**

**Address:**

**Postcode**

**Telephone No:**

**Proposed Dates:**

**Arrival Date/Time:**

**Departure/Time:**

**Please state the nature and purpose of the Event:**

**Intended Numbers**

**Leaders/Helpers:**

**Children/Young people:**

**Maximum:**

**Minimum:**

**Organisations working with children need to confirm the following statement:**

**Our organisation confirms that we are familiar with the Home Office Code of Practice *Safe from Harm*; we have an understanding of it and undertake to follow its guidelines in relation to work with children under 18.**

**Please arrange a booking for the above Event. I agree to abide by the booking conditions above and overleaf. I enclose a 10% deposit of .....(minimum of £5)**

**Organiser's signature: .....**

**Date: .....**

**Please sign and return one copy of this form and retain the other for your information**

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Senior Minister:	Clive Jarvis, 12 Belgrave Road, Seaford BN25 2EG	Tel: (01323) 893339
Pastoral Asst:	Doug Hollidge, 25 Barn Rise, Seaford, BN25 3DA	Tel: (01323) 895151
Secretary:	Mr Graham Turnbull, 2 St Marys Close, Seaford BN25 2DS	Tel: (01323) 892340
Treasurer:	Mr Jonathan Ayres, 9 Farm Close, Seaford BN25 3RY	Tel: (01323) 899209



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**SEAFORD BAPTIST CHURCH USE OF HALLS AND PREMISES  
CONDITIONS OF HIRE FOR OVERNIGHT STAYS**

**GENERAL:** There are extensive church fellowship activities and regard must be made of their priority for use of the premises under the authority of the church leadership. If, after confirming a booking, you do not come and fail to give reasonable notice you may well be depriving another group from coming in your place. Your deposit may also be forfeit. **If you are likely to arrive later than agreed you must contact the Caretaker by phone (home tel: 01323-891160).** On departure it is essential you liaise with the Caretaker/Church Office and that all rooms are clear and clean. Any damage or breakage must be reported to the Caretaker/Church Office before departure. These must be paid for. Any incidents or potential hazards should be reported to the Caretaker/Church Office as soon as practicable so we may seek to learn from them in future. Organisations working with children need be familiar with Home Office Code of Practice *Safe from Harm*.

**INSURANCE:** The Church's insurance policy covers the use of the building by outside organisations, but it is required that visiting groups will carry their own insurance and public liability cover in their own name to indemnify them in the event of any third party bodily injury/ property damage caused by their own negligence.

**SAFETY AND SECURITY: Leaders are responsible for the safety of their group and security of the premises and rooms under their occupation.** They must familiarise themselves with the Church's fire and emergency evacuation procedures. All groups must familiarise themselves with the routes to and positions of emergency exits, the alarm and evacuation routines and external meeting point. Corridors and exits must never be blocked. In addition leaders should note the positions of the first aid box and accident book; the positions and use of different fire extinguishers. Parking must not obstruct easy exit from the church or access by emergency services. The main entrance doors have been provided with a snib lock operable from the inside. We advise that these doors are kept locked at all times and that visitors or camp attendees use the bell to gain admittance. The main key unlocks the entrance from the car park and the telephone cupboard. Before leaving the premises unoccupied please ensure all windows and doors are closed and lock the telephone cupboard and main door. For security reasons all windows should be closed when rooms are unoccupied. A copy of our fire and emergency policy and instructions is enclosed. There is no public telephone available and therefore we would advise all groups to have a mobile phone available for use in emergencies.

**CLEANING AND FOOD HYGIENE:** A high standard of care and cleanliness is observed especially in the kitchen where good hygiene practice is required at all times. All food stored in the fridge/freezer must be labelled and together with the microwave, cooker and work surfaces kept clean.

**It is stressed that drinking of alcohol, smoking and gambling (including tombolas) are not allowed on the premises at any time.**

**Use of Church.** It is essential that the external ramp doors be unlocked throughout and the double doors at the foot of the internal stairs fastened open. In addition the two sets of double doors leading to the main church entrance must be capable of being opened immediately by a nominated person should an alarm be raised. Also any parking must not obstruct easy exit from the church or access by emergency services.

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