



Brackley Baptist Church
 (Founded 1970)
Serving Christ and the Community

Waynflete Close
BRACKLEY
 Northants
 England
 NN13 6AE

Tel. (01280) 705295
 www.BrackleyBaptistChurch.org.uk

Booking Request

Booking Date					
Times	Open up		Lock up		On duty
Room(s) Requested	Conference Room				
Contact Person					
Address					
Telephone					
Mobile					
e-mail					
Organisation					
Purpose of Booking					
Fees					

(a Deposit of 25% is required*¹ – made payable to “Brackley Baptist Church”. The balance is required upon entry. Additional charges will be made for breakages and damages.)

Signature of Contact Person Date

In signing this form I acknowledge that I have read and accept the terms and conditions which appear on page 2 of this document.

Return to: Room Bookings, Brackley Baptist Church, Waynflete Close, Brackley, Northants, NN13 6AE

¹ Half the deposit will be refunded if the booking is cancelled by the person/organisation making the booking at least six weeks before the booked date, after that time none of the deposit will be refunded. Should the church have to cancel the booking the deposit will be refunded in full.

*This fellowship is affiliated to and financially contributes to the co-operative missions of:
 The Baptist Union of Great Britain, The Southern Counties Baptist Association, The International Baptist Convention.
 It also contributes regularly to:
 BMS World Mission*



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ROOM BOOKINGS – Terms and Conditions

1. Brackley Baptist Church is primarily a centre for Christian worship and prayer. Although we offer the use of the buildings to the benefit of the wider community, the centre remains a place of Christian worship and prayer and nothing should be done that is inappropriate to this primary purpose. The only religion that may be taught or promoted on these premises is Christianity as expressed in the Bible and explained in the Apostles and Nicene Creeds.
2. Always think 'Safety First' and make sure you know your exit routes in the case of a fire. Fire extinguishers are for tackling small fires but we would rather know everyone was safe, so the first thing to do is evacuate the building and call the fire brigade on 999.
3. Apart from the obligatory birthday candles, for your own safety please do not use naked flames in or around the building.
4. It is illegal to smoke on the premises. Please do not smoke on the church grounds either.
5. Please replace all items to their original positions, including tables and chairs, and sweep and clean rooms used to leave them as you found them, unless agreed otherwise. Damages or extra cleaning will need to be paid for.
6. No pets (except Guide Dogs) are allowed in the grounds or buildings.
7. Bouncy Castles are allowed in the grounds and in the Fellowship Hall but the church is not responsible for any injuries, nor can any claims be made on our insurance. Insurance cover must therefore be provided by the supplier of the bouncy castle. An additional charge is made when bouncy castles are used.
8. We do not allow Halloween Parties or Halloween-like dressing up or decorations for parties.
9. No alcohol is allowed in the grounds or buildings.
- 10. All people attending your event are required to use the onsite parking should they arrive by car – the surrounding roads are not to be used for parking under any circumstance.**
11. You must provide your own refreshments unless a special arrangement is made for the church to provide for coffee breaks or meals.
12. If, because of an important church function (e.g. funeral, wedding, etc.), it is necessary to cancel your original booking we will endeavour to offer you an alternative day and time or return your deposit. In such an event we will give you as much notice as possible.
13. A copy of our full Health and Safety Policy is available on request.

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