

Terms & Conditions of Hire of the Tove Valley Centre

Valid 1st Jan 2026 to 31st Dec 2026

PLEASE READ CAREFULLY BEFORE BOOKING

Tove Valley Baptist Fellowship (TVBF) extends a warm welcome to the local community and wants to see the Tove Valley Centre (TVC) utilised in a way that advances the Church's work within the community of the Tove Valley. We have the right not to accept bookings for activities which conflict with the Christian faith and TVBF vision, values, and theology, or that prevent our regular activities from functioning in full.

1. Hirers

- 1.1. You must be aged eighteen or over before we will consider your application to hire the premises.
- 1.2. The building will be used for any purpose which is in keeping with the aims and values of Tove Valley Baptist Fellowship

2. Room Hire

- 2.1. The room hire charge is based on when the room is first occupied and last vacated and not from when the event begins and ends. Only in case of emergency will access be granted to the premises before the agreed time. Any persons/group found to have extended their booking without prior notice or agreement from the Church will be liable to an additional hire fee based on a proportion of the relevant hourly rate in 15 minute segments.
- 2.2. Room hire will be confirmed in writing following a successful enquiry and will not be deemed secure until a minimum £50 deposit is received. [Deposit is normally non-refundable unless deemed exceptional circumstances by the trustees, see 4.5 & 4.6]
- 2.3. No refund will be given in respect of any reduction in your room requirements once your booking has commenced unless the trustees of TVBF in their absolute discretion considers it reasonable to do so. The decision of the trustees of TVBF will be final and binding. Any additional requirements not previously quoted for will be subject to the relevant charges.

3. Period of Hire

- 3.1. You must keep strictly to the period of hire specified in your booking confirmation. You must reimburse us against any claim or loss arising from your failure to:
 - 3.1.1 Vacate the premises at the agreed time or
 - 3.1.2 Leave them in a fit state for use at the end of the hiring as agreed.
- 3.2. Hiring must end at the agreed time (please refer to hours of operation in section 15)

4. Payment and Cancellation Terms

- 4.1. A £50 deposit will be payable to cover any cancellation made with more than 28 days' notice and for all party bookings.
- 4.2. 50% of the invoiced amount will be payable to cover any cancellation made with less than 28 but more than 14 days' notice.
- 4.3. 100% of the invoiced amount will be payable with 14 days or less notice. Discretion can be granted by the trustees of TVBF for exceptional circumstances given in writing.
- 4.4. The trustees of TVBF retain the right to terminate any booking where on any previous occasion the terms and conditions have been broken by the Hirer and the operation or reputation of the Church has been damaged due to the actions of the hirer or those admitted to the premises by the hirer.
- 4.5. TVBF retain the right to terminate a booking due to exceptional circumstances in which case a full refund will be offered.
- 4.6. Where TVBF need to cancel a booking by closing the centre or other external circumstances a full refund will be offered. TVBF will not be responsible for any loss or inconvenience which may be sustained by such termination in the circumstances.

5. Assignment or/and sub-letting

- 5.1. Without our consent you must not:
 - 5.1.1. Sub-let any or all the premises.
 - 5.1.2. Use the premises for any other purpose than stated in the application form.

6. Admittance or Re-Admission

- 6.1. Nobody may be admitted or re-admitted to the TVC after the agreed end time. Up to this time:
 - 6.1.1. you must provide supervision; and
 - 6.1.2. The trustees of TVBF have the right to refuse admission on any grounds they see fit.

7. Staff Supervision

- 7.1. The Church Administrator or other Church Officer may enter the premises at any time during the period of hire.
- 7.2. We cannot always guarantee a staff member present for the duration of your hire, you must make sure that the hirer is on-site for the duration of the booking.

8. Responsibility for Injury or Damage

- 8.1. As far as any loss or damage arising from the hiring or use of the TVC results from our negligence, we accept liability. Otherwise, we do not accept liability for loss or damage.
- 8.2. Regarding the car park:
 - 8.2.1. The trustees of TVBF shall not be liable for damage to any vehicle using the parking facilities, including theft, collision, fire, or any other damage to such vehicle.
 - 8.2.2. The trustees of TVBF shall not be responsible for articles left in such vehicles.
 - 8.2.3. The Trustees of TVBF shall not be liable for any injury to any person using the parking facilities regardless of the cause of such injury; all persons using the parking facilities shall do so at their own risk.
- 8.3. You must not do anything which may invalidate any insurance of the building. If, however, you do invalidate the insurance, then you must reimburse us for all losses so caused. You must notify us within 24 hours using the emergency telephone number or email provided of any injury occasioned to any person on the premises in compliance with our accident policy regarding first aid and recording incidents in the accident book [located by first aid kit to the left of the main doors] or of any damage caused to the building, premises, or any part thereof or to any article or contents within the building or premises or any part thereof during the hiring or your control of the premises.
- 8.4. For groups that include children or vulnerable adults it is the hirer's responsibility to have a nominated first aider present to deal with any injuries or accidents. Where an event is public we may ask for evidence of first aid training.

9. Deposits and Invoices

- 9.1. We reserve the right to make additional charges if rooms are left in an unclean or damaged state and the cost of cleaning and repair exceeds that of normal use. Should additional cleaning be required this must be undertaken at the hirer's expense.
- 9.2. Invoices will be issued:
 - 9.2.1. At the start of the following month for regular bookings
 - 9.2.2. Single use bookings will be before the event.
 - 9.2.3. All invoices must be settled within 30 days of the invoice date, and
 - 9.2.4. Any not settled will be liable to process in the small claims court.
 - 9.2.5. For Birthday Party bookings a £50 deposit is payable at the time of the booking and a balance invoice for the remaining hire cost will be sent one week before the event.

10. Personal Equipment and Removal

- 10.1. Any electrical equipment used for public events should be PAT tested where necessary. [See section 24 for more information.]
- 10.1. All personal equipment should be removed at the end of the agreed hirer time.
- 10.2. All rubbish and left-over food should also be removed at the end of the agreed hirer time.
If using the kitchen or kitchenette then the checklist procedure for those rooms should be followed.

- 10.2.1. We do not have the capacity for storage of rubbish so any rubbish generated should be removed from the premises by the hirer.

11. Compliance with these Conditions

- 11.1. You must ensure that persons engaged by you for the purpose of your hiring are informed of and comply with Conditions which apply to them.

12. Security

- 12.1. All efforts to maintain security in the TVC building are made by Church staff when possible. Hirers are responsible for security of the building during the whole period of hire.
 - 12.1.1. Someone representing the hiring party must be present for the entirety of the hire period.
- 12.2. You must do your best to maintain good order and decent behaviour by persons in the premises during the hours of hiring.

13. Licences

- 13.1. You will be solely responsible for obtaining such licenses as may be needed for public entertainment, from the Performing Rights Society, Photographic Performance Limited, Local Authority or otherwise and for the observance of the same. Any such licence must be available to us for inspection at least seven days before the period of hire commences.
- 13.2. No gambling or lottery activities are allowed on the premises.
 - 13.2.1. We will allow incidental lotteries for events providing they follow the rules from the gambling commission - <https://www.gamblingcommission.gov.uk/public-and-players/guide/fundraising-prize-draws-raffles-and-lotteries>
- 13.3. Consumption of Alcohol will only be permitted at the discretion of the trustees.
 - 13.3.1. If alcohol is to be sold as part of an event then the hirer will need to apply for a Temporary Event Notice from West Northamptonshire Council and evidence will be required before hire commences.

14. Statutory and other obligations

- 14.1. You shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court, the Local Licensing Justices Court or otherwise, particularly in any event which includes public dancing or music or other similar public entertainment, the showing of films or videos or stage plays.

15. Hours of hire

These are our usual hours of hire.

Monday to Friday: 09:00 - 22:30

Saturday: 09:00 - 23:00

Sunday: 14:00 – 20:00

Bank Holidays: 09:00 - 20:00

16. Control of use of Premises

16.1. You must take all due precautions for the safety of the public, and any other person on the premises or in the building. You must retain control over all parts of the premises you hire.

17. Maximum Capacity

The maximum number of persons permitted in the TVC are approximately:

Room	Area m ² (approx.)	Seated Rows	Seated Rectangle Tables	Seated Round Tables
Meeting Room 1	40	26	32	25
Meeting Room 2	15	10	n/a	n/a
Meeting Room 3	30	22	20	16
Meeting Room 2+3	45	40	30	24
Main Hall	150	150	72	60

Foyer (can open folding doors into main hall for large events) - Maximum seating capacity 175.

Maximum capacity of the entire building MUST not exceed 199 people including hirers, staff and guests.

18. Prohibitions

18.1. Neither you nor anyone invited to the premises by you, or your agents must:

18.1.1. store or allow to accumulate rubbish on the premises.

18.1.2. conceal to view, or obstruct access to, any firefighting equipment.

18.1.3. bring any explosive, toxic, hazardous, or highly flammable substance into the premises without prior written consent.

18.1.4. use laser, stroboscopic lighting, smoke vapour or water vapours without prior consent.

18.1.5. Smoke and vapour equipment will set off our fire safety system which if not authorised will result in a call out fee charged to the hirer.

18.1.6. use cylinders for the storage of air or other gases or liquids under pressure except with or written consent.

18.2. Smoking/vaping is prohibited within the grounds of the Tove Valley Centre.

19. Duties of the person in charge, attendants & stewards

- 19.1. You must nominate someone aged eighteen or over who will be present at your event to act as Coordinator and to liaise with the TVC representative. The Coordinator will receive fire instructions and will act as the contact person should any problems arise on either side. They will confirm final arrangements on arrival and authorise any additional charges etc before the end of the booking. He or she will also have read and be in possession of the “Terms and Conditions of Hire” and will be responsible for ensuring all conditions are met. The coordinator must countersign the booking application form and acknowledge that they are responsible for ensuring the terms and conditions of hire are complied with.
- 19.2. The Coordinator must be present whenever members of the public are on the premises.
- 19.3. The Coordinator must not be engaged in duties which prevent him or her from exercising general supervision of the hiring arrangements.
- 19.4. For events of more than 30 people you must have two designated attendants for the duration of your hire. These attendants will act with the Coordinator in the event of an incident to evacuate the premises and to avoid panic. These attendants will also receive an evacuation briefing.
- 19.5. If your event is public for children or adults at risk you must have a Safeguarding Policy and comply with the government’s guidance for such. We may request a copy of your safeguarding policy.

20. Fire Precautions

- 20.1. You will acknowledge that you have received and will ensure that any coordinators will receive clear instructions on their arrival and will have communicated clearly to the attendants the following matters:
 - 20.1.1. the action to be taken in the event of fire. This includes raising the alarm and evacuating the building.
 - 20.1.2. the location and use of fire equipment
 - 20.1.3. escape routes and the need to keep them clear.
 - 20.1.4. method of operation of escape door fastenings
 - 20.1.5. appreciation of the importance of any fire doors and of closing all fire doors at the time of fire.
 - 20.1.6. In the event of having to evacuate the building due to a fire please alert a member of TVC on 07789 726022.

21. Safety Measures

- 21.1. In advance of admitting members of the public you will check the following items:
 - 21.1.1. That all escape routes are free of obstruction and can safely be used
 - 21.1.2. That any internal fire doors are not wedged open
 - 21.1.3. External fire doors can be wedged open for ventilation provided they are fully open and not obstructed.
 - 21.1.4. That there are no obvious fire hazards on the premises

- 21.1.5. You must keep every gangway, corridor, passage, lobby, and other designated exit route free always from chairs or other obstructions.

22. Conditions of Premises at Termination of Hiring

- 22.1. At the end of the hiring, you shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions with our consent properly replaced, otherwise we shall be at liberty to make an additional charge.
- 22.2. TVC will make available cleaning equipment suitable for the use given which may include brushes, vacuum cleaner, dustpan, and brush.
 - 22.2.1. Meeting rooms – chairs to be stacked if trolley provided, rooms to be vacuumed if needed.
 - 22.2.2. Main hall should be swept with large brush and then collected into the bin.
 - 22.2.3. Reminder that ALL rubbish should be taken away with the hirer.

23. Nuisance

- 23.1. Because 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 be asked to do so quietly. Any event should be finished by 22:30pm to allow close up to complete by 23:00pm.
 - 23.1.1. Exceptions to this would be 31st December for New Years events which are expected to continue until 00:00
 - 23.1.2. Occasional use until 23:30 may be granted by the trustees for exceptional events.

24. Temporary Electrics

- 24.1. Temporary electrical installations and electrical apparatus may only be installed with our prior written approval in accordance with the Institute of Electrical Engineer's Regulations. They must always be installed by a competent electrician. All such apparatus must have been PAT tested or electrically safety checked if needed. The temporary electrical installations must be cut off from the permanent installations immediately after each occasion on which they are used. They must be entirely removed as soon as the need for them has finished.
- 24.2. We can offer PAT testing to equipment for an additional fee.
- 24.3. We may use a metered plug to record electrical usage for unusual bookings.
- 24.4. The PA system is available to hire at additional cost.
- 24.5. We can also provide lighting and staging for events with suitable notice period – at additional cost.

25. Sale of Goods

25.1. Goods must not be sold in the premises without our written consent.

26. Damage to the fabric of the building or fittings

26.1. You must not drive nails, tacks, drawing pins, screws or other similar things into the walls, doors or floors, woodwork, or any part of the structure, nor use adhesive tape, sticky tape, Blue-tack, or similar fixing agent to fix decorations. Please use existing display boards and fixings provided.

26.2. You must take every care to avoid damaging the paintwork/wallpaper etc.

26.3. You must pay the cost of making good any damage to the paintwork, buildings, fittings, furniture, or other property arising from the period of hiring not caused by natural usage.

27. Confetti

27.1. Confetti can only be used outside the premises and must be biodegradable.

28. Candles and Naked Flames

28.1. We cannot allow candles or naked flames to be used in the centre at any time.

29. Catering

29.1. Users must read and comply to the Kitchen Usage Policy

29.2. At least one of the users must be qualified to Food Hygiene level 2 and depending on the usage level 3 might be required.

29.2.1. Proof of certification might be asked for.

29.3. The kitchen is available for use, subject to the conditions detailed below:

29.3.1. The kitchen must be left as clean as it is found, and all food waste must be removed.

29.3.2. All breakages must be paid for

29.3.3. The hob, oven, range cooker and dishwasher may only be used by catering professionals or trained staff/volunteers.

29.3.4. All tables used must be washed after use and returned to their storage area.

29.3.5. Hot water dispensers are available in the kitchen and servery free of charge.

29.3.6. The servery area can be used to provide refreshments for small meetings.

29.3.7. Hirers should provide their own refreshments.

29.3.8. Hirers should follow the checklist for the servery or kitchen.

30. Insurance

TVC insurance policy covers the use of the buildings by outside organisations but where appropriate, hirers will carry their own insurance and public liability cover, in their own name to indemnify them in the event of any injury or property damage caused by their own negligence. TVC will want a confirmation of this insurance with the completed booking form.



31. Internet

- 31.1. A public Wi-Fi connection is available for use by groups using or attending events at Tove Valley Centre. Such use must not be excessive or bring the reputation of Tove Valley Baptist Fellowship or its users into disrepute. You must at no time listen to, view, or download offensive or illegal materials. Such use may be considered sufficient reason to remove Wi-Fi access or end any hire agreement.
- 31.2. All usage is recorded and may be passed on to police should any offensive or illegal materials be accessed.

32. Car Park

- 32.1 The TVC car park may normally be used by those hiring the premises. However please note the following:
- 32.1.1. The car park is offered on a first come first served basis.
 - 32.1.2. Parking must be within marked bays to allow access for emergency vehicles.
 - 32.1.3. Disabled car park spaces must be kept for those holding blue badge only.
 - 32.1.4. Restrictions may apply for certain events when multiple activities are functioning at the same time without reduction in fee.
 - 32.1.5. Street parking in Surtees Way and Hunt Close is not permitted out of respect for the local neighbours.
 - 32.1.6. Parking is strictly at the owner's risk.
 - 32.1.7. There is an adjacent long stay car park with 170 spaces which is operated by West Northamptonshire Council.
- 32.2. The Church can accept no liability whatsoever for cars parked in its car park or on the streets.

33. CCTV

- 33.1. We have external CCTV system which records the outside of the building and car park.
- 33.2. This system can be used to help local law enforcement if:
- 33.2.1. They are investigating a crime,
 - 33.2.2. They believe that your cameras may have captured a particular person or vehicle,
 - 33.2.3. or if our systems overlook an area where suspicious activity has occurred.
- 33.3. We keep recorded images for 31 days and a copy of our privacy policy can be requested.

34. To confirm a booking, we require from the hirer:

- 34.1. A written confirmation of the booking form AND £50 deposit – without the deposit we cannot guarantee the booking.
- 34.1.1. Payment can be made by Bacs - Sort code: 40-44-26 Account 60814555
 - 34.1.2. Online payment via card – extra charges apply.
 - 34.1.3. In person payment via card – extra charges apply.
 - 34.1.4. Cheques can be made payable to “Tove Valley Baptist Fellowship”.
- 34.2. For Business users we require copies of the following documents:
- 34.2.1. Public liability insurance (sum assured must be 5 million)
 - 34.2.2. Certificates relating to hygiene and food preparation if using the kitchen to prepare or serve food.

For groups that are working with children, young people, or adults at risk we require copies of the following.

- 34.2.3. Safeguarding Policy
- 34.2.4. DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2> for all paid staff and volunteers.
- 34.2.5. Be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.
- 34.2.6. First Aid Training if necessary

Hiring Charges (Jan 2026- Dec 2026)

(Please remember to include your set up and take down time.)

Day	Room	Cost
Monday – Friday	Main Hall	£23 per hour
	Meeting Room 1 or 3	£17.25 per hour
Saturday 0900am – 1800pm*	Main Hall	£34.50 per hour
	Meeting Room 1 or 3	£23 per hour
Saturday 1800pm – 2300pm*	Main Hall	£41.50 per hour
	Meeting Room 1 or 3	£31.25 per hour
Sunday 1400pm – 20:00pm*	Main Hall	£34.50 per hour
	Meeting Room 1 or 3	£23 per hour

* A 10% reduction will be applied for bookings of 4 hours or more

Details to hire the whole building, by the day or part of, can be given on enquiry.

Baptisms, Weddings (service only), Funerals and Child Dedications can be arranged in conjunction with the Church Pastor. Details of costs will be given a time of booking.

All enquires please email tvc@tvbf.co.uk