

Everyone Is
Welcome
Here



Premises Hire at Oadby Baptist Church

All you need to know about
hiring our premises for your
party, event, class, meeting
or gathering.

**Oadby Baptist
Church**



The Sanctuary Package

The Sanctuary <i>inc. use of foyer & small kitchen</i>	Size: 16 x 11m (176m ²) Capacity: 180 max	£100 for 2 hours <i>plus £30 for every subsequent hour</i>
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Key Facilities in the Sanctuary Package

- ☐ Fully accessible with ramp access & disability-friendly toilet
- ☐ Use of small kitchen for simple refreshments
- ☐ Two-level stage to suit all types of front-led event
- ☐ Audio and Visual Equipment* and 2 Lecterns
- ☐ Live-Streaming capability** (*additional fee applies*)
- ☐ Thermostatic Heating*** and Cooling Fans
- ☐ Use of the Foyer as a welcoming space
- ☐ Free Guest WiFi



With comfortable, padded chairs and a maximum capacity of 180 people, the carpeted, modern and welcoming Sanctuary is a fantastic space for any event that is to be led from the front, whether a public meeting, a concert or a performance of any kind. It's also a versatile space, and can be completely cleared for use as an exhibition space.

**An additional fee of £35 will apply for use of our AV equipment which includes support from our Lead AV Technician prior to your event.*

*** An additional fee will be payable to our partner Black Owl Ltd if you require a technician or wish to live stream your event.*

**** We provide heating for all events that take place during October through to April.*

The Oasis Package

The Oasis Hall <i>inc. use of kitchen</i>	Size: 15 x 9m (135m ²) Capacity: 100 max	£50 for 2 hours <i>plus £20 for every subsequent hour</i>
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Key Facilities in the Oasis Package

- ☐ Fully accessible with ramp access & disability-friendly toilet
- ☐ Use of main kitchen for refreshments and food preparation*
- ☐ Use of adjoining meeting room for extra space**
- ☐ Thermostatic Heating***
- ☐ Free Guest WiFi



Whether a formal or informal event, this bright and airy space is great for all sorts of events, especially parties and family gatherings. With a hardwood floor and a capacity of 100 people, there's plenty of space and versatility for any layout you wish to have and you can even use any of our tables and chairs. This also makes it a great space for events such as dance classes, craft fairs or even cookery classes with use of fully-equipped kitchen.

**A surcharge of £20 applies for use of the oven for food preparation.
Pre-prepared snacks and party food do not incur a surcharge.*

***This room can also be hired separately.
Contact us for more information.*

**** We provide heating for all events that take place
during October through to April.*

Find your Way to OBC

Oadby Baptist Church

Leicester Road

Oadby

LE2 5BD

Sandhurst Street

(LE2 5AR)

£1.50 for 2 hours

£4 for 4 hours

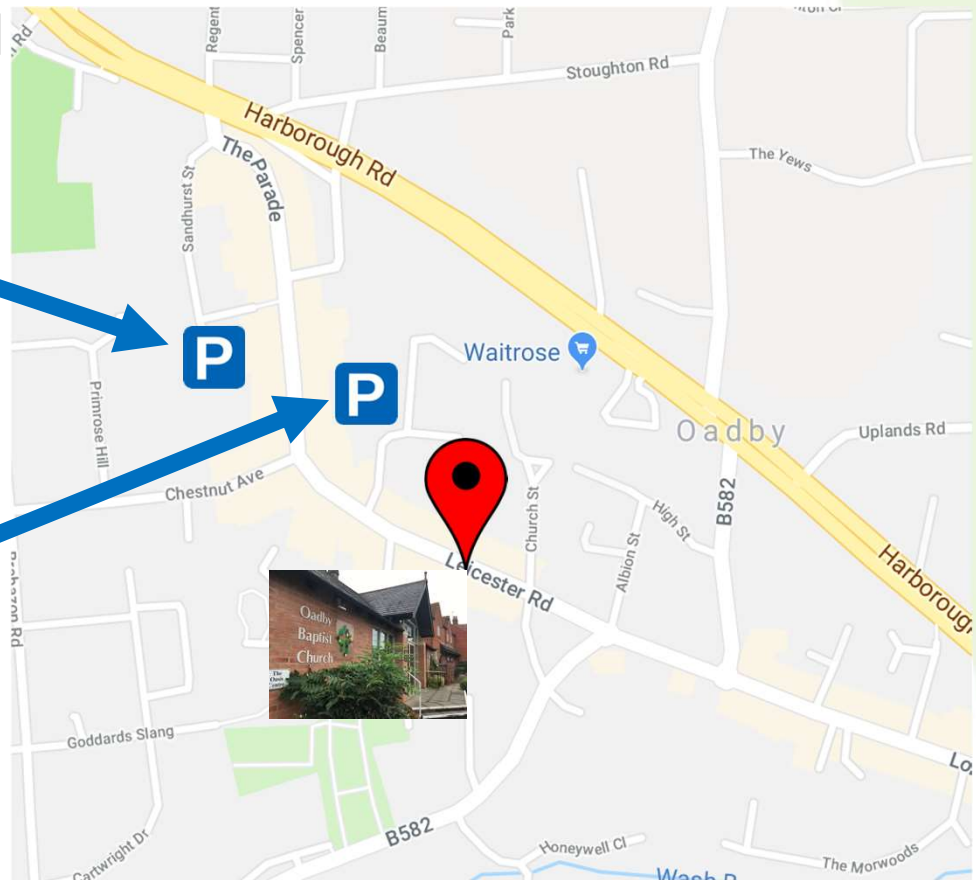
£6 for 12 hours

East Street / Brooksby Drive

(LE2 5AA)

£1.50 for 2 hours

£4 for 4 hours



Driving: We have no parking at OBC but the East Street and Sandhurst Street public car parks are just a short walk away (*details above – charges apply Mon-Sun 8am-6pm*). Both can be easily accessed from the A6 (Harborough Road) or Oadby Parade. On-street parking is also available on nearby streets (but some have parking restrictions and are patrolled by wardens).

Public Transport: Arriva Bus Services 31 and 31E run to and from Oadby from Leicester Rail Station and Haymarket Bus Station (City Centre). We are adjacent to the Oadby Chapel Street bus stops. Centrebus 40 (Circleline) also stops here.

Walking: At the southern end of The Parade (Chestnut Avenue), continue walking along Leicester Road passed Oadby Library, Chapel Street and Yum Sing Cantonese Restaurant and we are on the right.

Facts & Questions

How much does it cost to hire our premises?

The cost is dependent on which rooms you book and for how long your booking is for. Prices can be found on our room guides at the front of this booklet.

Do we offer any discounts for hire?

We do offer discounts for charitable events and for bookings made by those who we have a connection with as a church such as parents of children in Bulrushes or other children's and youth work groups. Speak to us if you think you may qualify for a discount.

Do we require a deposit to book our premises?

We do not require a deposit but we do require payment to be made in full in order to confirm your booking. See our T&Cs for our cancellation and refund policy. We also require a £50 fully refundable deposit to be paid in cash when you collect your key. This is refunded upon the return of the keys subject to our T&Cs.

Are you able to come in early to set up for your event?

All bookings should be made with a suitable start time and end time that allows you sufficient time to set up before and clean up after your event. If you require an extra hour to set up for your 3-hour event, for example, this should be included in your booking.

Can you set out the room however you want to?

Yes, the room is yours to lay out how you wish to. You may bring in decorations, and you may use any of our tables and chairs and other items as agreed upon booking. We simply ask that you leave the premises in the condition and layout that you found it in when you came in.

What availability do we have to hire out our premises?

You can view our availability on our website, or by getting in touch with the Church Office. Please note that all events must be finished by 10pm, and we reserve the right to cancel your event and issue a refund if the premises are needed for a church event.

Are we able to take regular bookings for a weekly class or event?

As long as our premises are generally available on the day and time you request, we are happy to accept regular bookings. A regular booking is deemed to be a weekly booking with agreed holiday dates. Anything less frequent than weekly may be considered as multiple one-off bookings. We offer a discount of 25% for regular bookings.

How will you be able to access the building?

We will hire out a key (once a £50 refundable cash deposit has been received) which you will be responsible for at all times. The key(s) must be collected in person before the event and returned in person after the event. Collection and return can be made to our Church Office between 9.30am-1pm on Tuesdays, Wednesdays and Thursdays.

Do we have any parking at the church?

No, we do not have our own car park, however Oadby Town Centre has 2 public car parks a short walk away which offer chargeable parking for up to 2 hours (£1.50), 4 hours (£4) or 12 hours (£6). The road outside the church is also available for parking after 6pm and all-day Sunday. More information can be found on our "Find your Way to OBC page".

Can you have food and drink on our premises?

Yes, you are welcome to bring food and drink with you to consume on our premises during your event. However, please note that **alcohol is not permitted** on our premises for any event, and a surcharge is made if you wish to prepare meals using our kitchen facilities. Pre-prepared snacks and party food items do not incur a surcharge. No open flames allowed.

Can you have a bouncy castle for your event?

You may bring a bouncy castle onto our premises for your event subject to our T&Cs (see *point 4.4 of our T&Cs on the next page*).

Are you covered by our Public Liability Insurance?

No. For any groups, meetings, classes or events open to the general public (i.e not family gatherings or parties) you should have obtained the appropriate insurance for your event.

Terms & Conditions of Hire

1. Availability and Booking

1.1. All bookings must be made through the Church Office. You will be required to provide your personal details and the details of your event for us to process your booking. You will also be required to sign a form to confirm you agree to these terms and conditions of hire prior to collecting your key.

1.2. In order to secure your booking, you must pay your booking fee at the time of booking. Only when the booking fee has been received will your booking be secured. We will make every effort to contact you if you have not paid your booking fee within a week of sending your booking confirmation. After this, the date and time you request may be released to another booking.

2. Prohibited Activities and Events

2.1. Oadby Baptist Church (OBC) exists to promote the Christian faith, and the primary function of the Church Premises is to assist the church in this aim. Consequently, practices and activities considered to be contrary or incompatible with the Christian faith, or those which have the potential to damage the reputation of, or presentation of OBC or the Christian faith, shall not be permitted on the Premises.

2.2. Activities not permitted on the Premises include, but are not limited to:

- Events which include teaching, religious acts or ceremonies, or promotion of faiths, ideologies or religions which do not accept Jesus Christ as Lord and Saviour.
- Martial Arts training or action or any sports which promote and/or inflict violence.
- Smoking, including e-cigarettes.
- The drinking, selling, or serving of alcohol.
- Gambling.
- Sexually explicit or pornographic material whether visual, written or spoken.
- Anything perceived to have an occult dimension.
- Events including any form of fire or open flame including ritual fires, naked flames, candles, gas burners, etc.

3. Policies and Insurance

3.1. All users, whether groups or individuals, must adhere to both the OBC Safeguarding Policy and the OBC Health and Safety Policy. Your booking confirmation page will include a link to access both of these documents. They can also be found displayed in the Oasis Centre. You will be asked to confirm you agree to adhere to both policies before collecting your key.

3.2. Groups and individuals hiring the Premises are not covered by the church's Public Liability Insurance. You are strongly advised to take out your own cover.

3.3. Groups using the premises where children are present, under the care of leaders, should have their own Safeguarding and/or Child Protection policy, which we will ask to see upon booking.

3.4. All reasonable precautions should be taken to guard against the risk of fire. Please ensure that fire exits are left clear and that you know the locations of extinguishers. Any defects or problems should be reported immediately.

3.5. Any mains electrical items, (including extension leads) brought onto the Premises must have a current PAT test certificate.

3.6. Where food is being prepared or served on the premises, there should be persons holding appropriate food hygiene certificates supervising the preparation. Please note that an additional fee is applicable for the use of our cooking facilities in the Oasis Centre Kitchen.

4. Using the Premises

4.1. Access to the Premises in advance of, or after, the booking period, cannot be guaranteed and will be considered a breach of these terms and conditions. If you need time to set up or clear away, this should be included in the period of hire and will be shown on your booking confirmation.

4.2. The Named Person on the booking form will be responsible for the behaviour of all people using the Premises during the period of hire, including responsibility for any damage caused or items broken that belong to the church. You may be required to pay for repair or replacement(s).

4.3. To prevent damage to the floors, skateboards, skates and similar items are not permitted inside the Premises.

4.4. You must inform us in advance if you intend to hire an inflatable such as a bouncy castle for use in the Premises. Due to height restrictions, we strongly advise you to encourage your provider to arrange a site visit in advance to confirm the suitability of the inflatable to be supplied. Your provider must use a groundsheet to protect the floor. You should also ensure that you and/or your provider have adequate Public Liability Insurance as you will not be covered under the church's policy.

4.5. As our Premises is in a residential area with adjoining neighbours at both the front and rear of the Premises, we ask all users to ensure that they cause as little inconvenience as possible to our neighbours.

Music and other such noise should be kept to a reasonable level.

4.6 You are not permitted to bring in a mobile disco or DJ for your event. Music must only be played at a maximum volume of 80dB to avoid disrupting our neighbours.

4.7 All events must finish by 10pm and users should be respectful of the adjoining neighbours when leaving the Premises.

4.8 Cars should be parked sensibly and must not block access to neighbouring properties or driveways.

4.9 The Premises should be left in a clean and tidy condition, with any equipment or furniture moved in the course of the hire returned to its original position. Particular attention should be paid to the kitchen and toilets. A vacuum, mops, brushes and cleaning supplies are available in the Cleaning Storeroom in the Oasis Centre Foyer. You should include any clearing up time in the booking period.

4.10 All internal bins should be emptied at the end of your booking, and you are asked to take all your rubbish away with you. You should not leave any food or rubbish on the Premises at the end of your booking.

5. Audio Visual Equipment

5.1. For those hiring the Church Sanctuary, you will be asked the time of booking whether you require use of our Audio Vision (AV) equipment.

5.2. An additional fee will be applicable for the use of our AV equipment. This fee will include the support of our Lead AV Technician (or qualified alternative) prior to your booking to show you how to correctly use our equipment, and will provide support at the end of your booking to ensure everything is returned to its original settings.

5.3. If you require a technician to operate the AV equipment during the course of your booking, or you require additional services such as live streaming, you will be required to agree terms and charges with our partner Black Owl Technologies Ltd who will provide this service on our behalf.

5.4. If you choose to bring your own AV equipment onto the premises, each mains electrical item must have a current PAT test certificate (see point 3.5), and the use of such equipment remains subject to the requirements set out in point 4.6 above.

6. Safety and Security

6.1. The Premises must be not sub-let or used for any purpose not stated at the time of booking.

6.2. The maximum number of people allowed in the Premises at any time during your booking is limited to 100 people in the Oasis Centre and 180 in the Church Sanctuary.

6.3. The Named Person on the booking must be present on the Premises for the duration of the booking.

6.4. Keys must be collected in person from the Church Office during office hours (9.30am-1pm, Tue-Thur).

6.5. Keys will be issued to the Named Person on the booking form (or to a nominated third-party) and the Named Person will be responsible for the security and return of the keys.

6.6. Keys must be returned in person to the Church Office during office hours (9.30am-1pm, Tue-Thur). Keys must not be posted through the church letterbox or left anywhere else in the premises.

6.7. The Premises should be left in a secure state when leaving. You should check all windows, fire doors and external doors to ensure they are closed and locked as appropriate. Check that all internal lights and appliances are turned off.

7. Payments, Deposits and Refunds

7.1. There is no deposit required at the time of booking, but for one-off bookings your booking will only be confirmed once we have received the payment of your booking fee in full. Regular and / or long-term bookings will be provided with a payment schedule.

7.2. A £50 refundable deposit is payable when collecting your key. This should be paid in cash and will be returned to you in full upon the return of the keys after the booking, so long as the Terms and Conditions of Hire have been adhered to and the Premises have been left in a clean and tidy state with no damage caused (see point 4).

7.3. Should you choose to cancel your booking, you must notify the Church Office as soon as possible. If you cancel more than four weeks prior to the date of your booking, a full refund will be offered. If you cancel between one and four weeks prior to the date of your booking, a 50% refund will be offered. If you cancel within a week of the date of your booking, no refund will be offered except for in extenuating circumstances at the discretion of the Minister and / or Leadership Team. The time frame of your cancellation in relation to the above will be calculated from the point at which you make contact with us and the start time of your booking.

7.4. Should we need to cancel your booking, an alternative date will be offered to you but if there is no suitable alternative then a full refund will be offered.

Oadby Baptist Church retains the right to cancel any booking at any time, especially if there is reason to believe the Terms and Conditions of Hire have not, or will not, be adhered to. Oadby Baptist Church will seek prosecution where appropriate for anyone who causes deliberate damage to the Premises or intentionally breaches the Terms and Conditions of Hire.

How to Book our Premises

1) Visit our Venue Hire webpage at www.oadbybaptist.church/premises-hire where you will find details of our availability and a contact form to use to enquire about your booking.

2) Complete the enquiry form on the Venue Hire webpage above, providing as much detail as possible. If you are unable to complete the form online, please contact Vicky Ford (Church Administrator) with your requirements.

Vicky can be contacted in any of the following ways:

Visit our Office: Tuesdays, Wednesdays & Thursdays between 9.30am & 1pm.

Email: office@oadbybaptist.church

Phone: 0116 271 0811

3) If we are able to fulfil your booking on the date and time requested, you will be sent a booking confirmation page via email. You should check all the details of your booking before following the link to our payment portal.

Please note, you will be asked when collecting your key to confirm you have read our Terms & Conditions of Hire (included in this booklet). For bookings that are open to the general public, you will also be asked to read other appropriate policies. We will also require evidence of your own insurance and policies as appropriate.

4) Your booking will only be confirmed once payment has been received. Payment can be made via our online payment portal by following the link in your booking confirmation, or by cash or BACS transfer (details can be provided by Vicky).

Please note, for regular bookings, we expect you to use the premises at the same time most weeks (with agreed holiday breaks) and we will agree a payment schedule with you that will need to be paid up front at agreed intervals, for example, monthly or termly.

5) You will be required to collect a key during our regular office hours (see above) in the week prior to your booking (or at an alternative time as agreed with Vicky in the Church Office). **You will be required to pay a £50 refundable deposit IN CASH when you collect your key.** You will also be asked to sign to say you agree to adhere to our Terms and Conditions of Hire. A nominated third-party can collect the keys on your behalf but the person named on the booking form remains responsible at all times for adherence to our Terms and Conditions of Hire. **You will be required to return your key the week after your booking or at a time agreed with Vicky** at which point your deposit will be returned to you as long as you have adhered to our Terms and Conditions of Hire.

Should you need to cancel your event, please contact Vicky in the Church Office using any method above as soon as possible. Details of our cancellations and refunds policy can be found in our Terms and Conditions (see point 7).

For more information, you can read our FAQs page in this booklet, or contact Vicky using any of the methods above and she will be happy to assist you.