

AYLESBURY METHODIST CHURCH AND COMMUNITY CENTRE

Hiring of Premises Charges and Booking Form for 'Outside' Organisations

Conditions of Hire

1. The Church Council does not accept liability for damage to, or loss of property, or personal injury not caused by negligence of the Council. Damage and breakages will be charged at replacement cost. Organisations hiring the premises on a regular basis must have adequate Public Liability Insurance. Each group is responsible for their workers, volunteers, clients and visitors.
2. No meeting must be party political or racially divisive.
3. **All groups working with children, young people and vulnerable adults MUST have a suitable current Disclosure and Barring Service (DBS) - previously known as the Criminal Records Bureau (CRB) - Enhanced Disclosure certificate. This is mandatory.**
4. All groups must comply with the procedures laid out in the Aylesbury Methodist Church 'Fire Safety Roles & Responsibilities'.
5. **No alcohol is permitted on the premises.**
6. In line with Methodist Church national policy, limited gambling is permitted under the following conditions:
 - a. Gambling activity must be only incidental to the main event, which may be a bazaar, sale of work etc.
 - b. Small lotteries such as raffles are permissible, and other simple games of chance on the understanding that:
 - (i) The total value of the prizes on offer at all the gambling activities at a particular event does not exceed £50.00; also that the value of donated gifts is estimated and included within the £50.00 limit
 - (ii) Prizes must be in kind and not in cash
 - (iii) Sales of tickets or chances must be at the event only and the winners of prizes must be announced at the event
 - (iv) The only expenses that can be deducted are those for printing tickets and buying prizes
7. To ensure the security of the building and the safety of children, young people, vulnerable adults and other groups using the building, the inner security door connecting the reception area and the community centre **MUST BE KEPT LOCKED AT ALL TIMES.**
8. If you are the last group on the premises when you leave, the outside door **must be locked** when you leave and all the lights and electrical/gas appliances switched off.
9. **Rooms should be left tidy and all chairs, tables and equipment returned to their original places. The kitchens in particular should be left clean and tidy and all rubbish removed from the premises.** Users are advised to bring their own tea towels.
10. **A booking does not confer any right to a car parking space.** There are public car parks in the vicinity and some metered on-street parking.
11. No organisation has exclusive use of the premises. Usually other groups will be meeting concurrently. All users should bear in mind the needs of other groups that are meeting.
12. Invoices **must** be settled within 21 days of invoice date.
13. **Cancellation Policy: All cancellations must be notified to the Church Office by 12pm, a minimum of 48 hours prior to the meetings start time either via e-mail: office@aylesburymethodists.org.uk or post. Failure to do so will incur the full hire charge.**

ACCOMMODATION

(Capacity varies with layout)

Ground Floor (with access for the physically disabled, and 2 disability washrooms)

Main Hall	Size: 15.0m x 11.0m (central area) Seating capacity: approx 120 - 180 Wood Block Floor Piano (on request) Loop system with sound system and radio microphone
Kitchen	3.2m x 6.0m with serving hatch into Hall
Meeting Room 2	5.0m x 5.5m Seating capacity: approx 20 - 30 Carpeted
Church Vestibule (including kitchen)	7.5m x 5.0m Seating capacity: 25 - 35
Community Centre Reception	Small exhibition space (by arrangement)

First Floor [with a 4-person lift (or 1 + wheelchair) and disability washroom]

Meeting Rooms 4 and 5 (combined)	9.0m x 8.0m Seating capacity: approx 50 - 75 Carpeted Piano on Request
Meeting Room 4	5.0m x 8.0m Seating capacity: approx 30 – 45
Meeting Room 5	4.0m x 8.0m Seating capacity: approx 20 – 30
Meeting Room 6	5.0m x 4.0m Seating capacity: approx 15 - 20 Carpeted
Meeting Room 7	7.5m x 5m Seating Capacity: approx 25 - 40 Carpeted

Small Kitchen available upstairs

CHURCH - available for hire for concerts, lectures, exhibitions etc. (subject to suitability)

Seating capacity 325
Carpeted
PA and Loop System; Stage Lighting; Kitchen and servery in vestibule; organ and grand piano

Other facilities:
WiFi is available throughout the premises on request

High-powered LCD projector on a trolley/stand
Portable projector screen

BOOKING FORM

Organisation

Name Phone

E-mail:

Address

.....

Invoice address (if different from above)

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Type of Event

Date(s)

Start Time of event: End Time of event:

We offer 15 minutes without charge at each end of a booking for setting up and clearing away. Please indicate below your requirements for this:

- | | |
|---|--|
| <input type="checkbox"/> 15 minutes to set up | <input type="checkbox"/> 15 minutes to clear away |
| <input type="checkbox"/> extra setting up time | <input type="checkbox"/> extra clearing away time |

Charges

Please tick		Per Hour
	Main Hall	£28
	Kitchen (please state below above if cooker is required)	Charges may apply
	Room 2	£14
	Room 4	£14
	Room 5	£12
	Room 4 and 5 (combined)	£24
	Room 6	£12
	Room 7	£14
	Kitchen (inclusive with rooms 4-7)	Charges may apply
	Church	£44 (see note on page 2)
	Vestibule (including kitchen)	£12
	Community Centre Reception	By arrangement

PLEASE NOTE THAT CAR PARKING ON THE PREMISES IS NOT INCLUDED IN THE HIRING.

Number of people expected at the event:

Facilities required:

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Number of chairs and tables required:

Where did you hear about us?

I/We agree to indemnify the Church Council in the event of loss or damage to the premises and for any claim made by any party for bodily injury or damage to property arising out of our use of the premises.

I/We certify that Public Liability Policy No with the Insurance Company provides indemnity in accordance with the above paragraph of at least £1,000,000 and will remain in force during the whole period of the above booking.

Signed:

Date:

I/We confirm that I/we have read and understood the 'Conditions of Hire' and 'Fire Safety Roles and Responsibilities' and agree to comply with them.

Signed:

Date:

The hirers confirm that they are familiar with the Home Office Code of Practice Safe From Harm (<http://police.homeoffice.gov.uk/operational-policing/safeguarding-vulnerable-person>) and have an understanding of it and undertake to follow the Code of Practice contained therein in relation to work with children and young people under the age of 16 years.

The hirers confirm that they are aware of the Safeguarding Policy of Aylesbury Methodist Church and will undertake to ensure that they work within it.

Signed:

Date:

Send to: **The Church Office
Aylesbury Methodist Church and Community Centre
Buckingham Street
Aylesbury
HP20 2NQ**

Tel: 01296 426526

e-mail: office@aylesburymethodists.org.uk