

# AYLESBURY METHODIST CHURCH AND COMMUNITY CENTRE

## Hiring of Premises Booking Form for 'Internal' Users (AMC and Circuit 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**. In exceptional circumstances, an arrangement may be made with the lettings officer to have the door open, but the door must be personally supervised by a responsible adult.
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. **Prior notice (IN WRITING OR BY E-MAIL) of cancellation of meetings must be notified to the Church Office (address at end / e-mail: [office@aylesburymethodists.org.uk](mailto:office@aylesburymethodists.org.uk))**

## BOOKING FORM

(Capacity varies with layout)

Organisation: .....

Name: ..... Phone .....

E-mail: .....

Address: .....

.....

Type of Event: .....

Date(s) .....

Start Time (including setting up time) .....

End Time (including clearing away time) .....

Actual Start and End Time of event, if different from above .....

Please tick		CAPACITY
	Main Hall	120 - 180
	Kitchen	
	Room 2	20 - 30
	Room 4	30 - 45
	Room 5	20 - 30
	Room 4 and 5 (combined)	50 - 75
	Room 6	15 - 20
	Room 7	25 - 40
	Kitchen (inclusive with rooms 4-7)	
	Church	325
	Vestibule (including kitchen)	25 - 35
	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: .....

***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-persons>) 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***