

For the use of St Andrew's Methodist Church, The Stow, CM20 3AF premises

This booking form is to be read in conjunction with Conditions of Hiring, accompanying this form.

Hirers must complete ALL sections and submit the signed form along with payment to the Letting Administrator/Officer, St Andrew's Methodist Church, The Stow, Harlow, CM20 3AF at least seven (7) days before day of event.

Payment includes a deposit of hiring cost which will NOT be refunded/ returned should the Conditions of Hiring not be met- such as: departing/leaving the premises with church hall floor, toilet areas, corridors (blue and red floor areas) in unacceptable condition.

Use of alcohol, trespass into main church sanctuary /upstairs gallery and above all late finishing will not tolerated without prior consent.

Name of Hiring Group	
Full Name of Applicant	
Full Postal Address of Applicant (including Post Code)	
Main Contact Number	
Additional Contact Number if applicable	
Name and Address of Person to be Invoiced (if different to applicant)	
Room (s) Booked	
Date of Event/Booking	
Start Time*	
End Time*	

**Time (s) in hourly units to include any time for setting up and cleaning away. Deposit will not be refunded failure to notify Letting Officer/Administrator a week in advance for church hall. Similarly, hirers of meeting rooms are required to inform the Letting Officer/Administrator of cancellation or postponement of meeting in advance.*

If you hire the hall for a period up to 4 hours you will be charged at an hourly rate of £35.00

Otherwise you will be charged a flat rate of £400.00 for hiring the hall for a period up to 10 hours from 2:00pm to 12:00 including use of brown and orange chairs and £450.00 for use of long tables and small tables.

No event shall go beyond 11:30pm and ALL CLEANING must be completed SATISFACTORILY by 12.00 pm.

Hire Rates

Main Hall- £35.00 per hour includes use of main kitchen
Sunshine Room- £15.00 per hour includes use of small kitchen
Upstairs Room 3- £25.00 per hour includes use of small kitchen

	Date	Amount	Signature
Deposit Received		£120.00	
Hiring Amount			
Total payable			
Deposit Returned			

Or deposit 50% of hiring fees

For function such as:

- “Celebration of life” - church hall will be charged at a flat fee of £400.00 to include decoration and cleaning time with a deposit of £120.00 including orange chairs.
- Parties that requires the use of long tables will be charged at a flat fee of £450.00 plus deposit of £120.00 to includes decorating time and cleaning time.
- **Short notice cancellation fees apply - loss of deposit for main hall and hourly rate for all other rooms is payable.**

Above amount is payable before event.

****Please see the Conditions of Hiring in full on the following page, please make sure to read thoroughly before signing.***

In requesting the hire described above, I agree to observe all requirements of the Church's Code of Practice together with the Conditions of Hiring* and to pay the assessed charges BEFORE the day of the event/booking. My signature confirms my agreement to the terms of hiring and failure to adhere to these terms will result in the forfeiting of the deposit. The Hire will be required to lose the deposit for cancellation for none attendance.

I always agree to keep my guests and their vehicles away from St Andrew's House Flats and guest from rear car park after 9.00 pm.

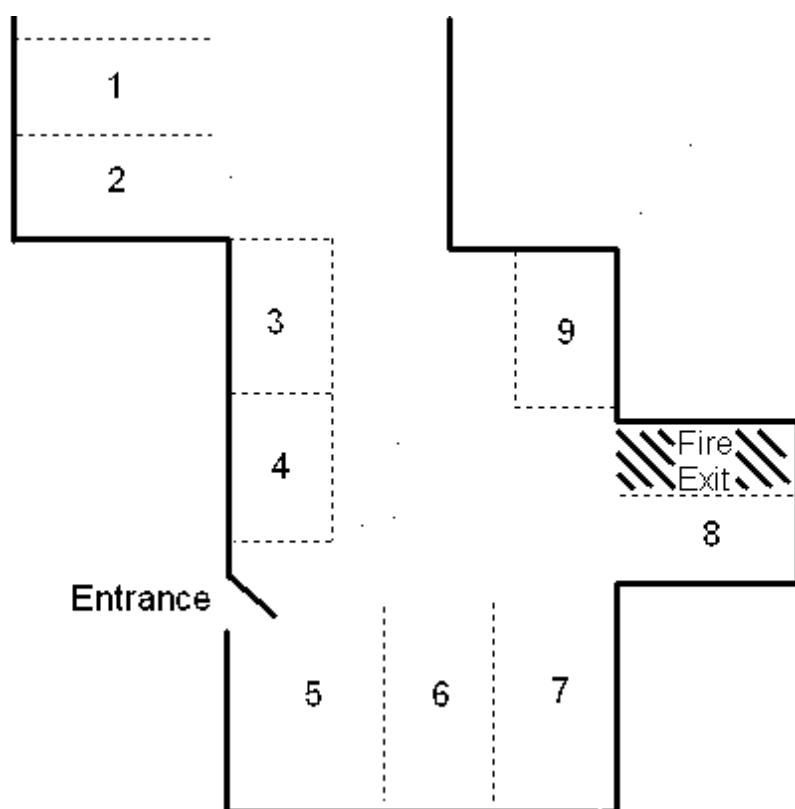
Signed _____

Date _____

CONDITIONS OF HIRING

1. These conditions form part of the agreement regarding the date and times on the booking form.
2. For this Agreement, the Hirers will pay to St Andrews Methodist Church premises through the Letting Administrator/Officer, the agreed appropriate rate of hire for the booked period on the form, with a minimum charge period of one hour for early access and exceeding the finishing time. Additionally, the Hirer agrees to pay for any additional use of chairs and tables at the appropriate rate.
3. The Hirers are responsible for the cost of repairing and replacing any such furniture damaged during the period of their use on the premises.
4. The Hirers and their invitees shall have FULL ACCESS but NOT EXCLUSIVE use of the available toilets, corridors and other shared areas in the Building.
5. **Respect and consideration must always be shown to other room users.**
6. The Managing Trustees undertake to pay all charges for gas, electricity and water supplied to the premises and to be responsible for heating and lighting the premises,
7. The Hirers hereby jointly and severally undertake:
 - a. To use and occupy the premises during the sessions of use so that nothing shall be done to injure the reputation of the premises or The Methodist Church or offend against any statute or any of the regulation of Local or Public Authority in any way.
 - b. Not to damage the premises or fixtures and furniture therein and to indemnify the Managing Trustees against the cost of repairs made necessary by the activities of the Hirer and their guests/invitees.
 - c. Not to post notices either permanent or temporary without prior approval from the Minister or the Property Steward and not fixtures or decorations of any kind to the walls of the premises using nails, screw, "Blue Tack" or similar products,
 - d. To leave the premises in a clean and tidy condition after use. If not, your deposit will be used towards the cleaning. Any lights or services used must be switch off and windows that have been opened must be closed before leaving the premises. It is important that each group keep the premises secure during the session of use and secure the premises at the end of each session.
 - e. Not to allow betting or gambling in any form or use the premises for the supply, sale or consumption of alcoholic beverages contrary to the standing orders of the Methodist Conference.
 - f. To ensure the unused goods or food are removed from the premises at the end/conclusion of the event and to clear all bulky items including rubbish from used room,
 - g. Not to do anything in or around the premises that will invalidate the insurance policy effected by the Managing Trustees on the building of which the premises forms part,
 - h. To keep the Managing Trustee indemnified against all liability in respect of claims for damages or loss which may be suffered by any person by reason off or arising directly or indirectly out of the use of the premises hereby authorised.
 - i. The Hirers should inform the Letting Administrator/Officer of any concern or damages that arises during the period of letting.
8. The Managing Trustee accept no liability for goods or personal effects lost or damaged on the premises. All electrical equipment brought to the premises by the Hirers needs to be appropriately tested for electrical safety.

9. The Hirers hereby confirm that they are aware or familiar with the Home Office Code of Practice for the Safeguarding the welfare of children and vulnerable adults in a voluntary organisation "SAFE FROM HARM" that they have understanding of it and undertake to follow its guidance in relation to work with young people under the age of sixteen (16) years. If applicable, the hirers shall be required to register in accordance with the provision of part X of the Children Act 1989.
10. The Hirers will ensure familiarity with the fire safety equipment, fire procedures and emergency escape route and be responsible for making ALL their guest aware of these.
11. The church sanctuary is set up as a place of worship for its primary purpose and it is not available before a major church events, Its hire is charged as a four (4) period with subsequent hours in continuous period charged pro-rata but it does not include the right to adjust the set up. All proposed hirers **must** bring their own lighting, projection, sound equipment. Any propose furniture removal of changes to the set up or use of exiting church sound etc. must be specifically agreed in writing at the time of booking.
12. On completion of hire, if all conditions have been met and the premises has been left in a satisfactory state the deposit will be returned. Failure to finish on time, removal of all rubbish and vacate the premises in a clean and tidy condition will result in loss of deposit or part thereof.
13. There are nine (9) parking bays for use at the rear of the church, as shown below. Please use these spaces and always DO NOT park on, or block, the parking bays of St Andrew's House (flats).



14 The church sanctuary and gallery are completely out of bounds.

15 Under no circumstance should the hirers' guests gather in front of St Andrew's House flats or in the rear car park. Failure to inform your guests will result in loss of deposit.

Cleaning services are available for £120.00 after events if required