

DISS METHODIST CHURCH
Victoria Road, Diss, Norfolk. IP22 4EY

BOOKING AGREEMENT FOR USE OF CHURCH PREMISES

THE HIRER agrees with the CHURCH to pay the hiring fee and to observe and perform the provisions and the stipulations contained or referred to in the CHURCH's Conditions of Hire, for the time being in force as annexed hereto (an understanding of which the HIRER acknowledges) together with any Special Conditions as set out in the Schedule attached (if any)

All hirers are responsible for the security of Church premises and the maintenance of good behaviour by those using the premises during the period of hire. The Church stewards ask that the premises are left clean and tidy and that, where applicable, keys are returned promptly after completion of the event.

In the light of current COVID 19 restrictions it is a requirement of all hirers to make their own risk assessment and ensure that they adhere to the Government's restrictions as applicable on the date of hire.

Details of charges are on a separate sheet included with this form

Please complete the details below and return to the Church's Authorised Representative:

Mrs. Jan Chambers, 5, Gassock Drive, Palgrave, DISS, IP22 1DQ

Tel:- 01379 831 077 Email: janc7332@gmail.com

Name of Organisation:

Purpose:

Date Premises required(single booking)

Time: from _____ to _____

OR

Dates required (series of bookings) initially from _____

Times: from _____ to _____

Daily/Weekly/monthly/**other***:- (cross out as applicable) *

Accommodation required: Church Hall () Colin Riches Room () Vestry ()
(Please tick as appropriate) First floor Room with kitchen counter ()
Kitchen: Full Use () Preparation only ()

I / We apply for use of the accommodation and facilities as stated above and, following confirmation, will pay in advance all relative hire charges. Cheque made payable to **Diss Methodist Church** should be sent with the booking form. (If invoice preferred, please state when booking)

I / We confirm that all necessary performing rights permissions have been obtained.

Please note the Church does NOT have an entertainment licence.

I / We, the hirers of Diss Methodist Church premises as detailed above, agree to indemnify the Trustees of the said Church in the event of loss or damage to the Church premises or contents and in the event of any claim being made by any party for bodily injury or damage to property arising out of **my / our** use of the premises.

Further, **I / We** hereby certify that the Public Liability Policy Number _____ with _____ Insurance Co. Ltd. has a limit of liability of not less than £2 million, provides indemnity in accordance with the provisions of the above paragraph and will remain in force during the whole period of the hiring of the premises.

Name of person making the booking

Telephone No:

Email:

Address:

Signature

Date

(JC 13/04/2021)

Diss Methodist Church Standard Conditions of Hire

If the Hirer is in any doubt over the meaning of the following, please consult the Church's Authorised Representative without delay.

1. THE HIRER SHALL

a. during the period of the hiring, be responsible for the room hired and its access, the fabric and contents and their care and safety from damage however slight or change of any sort and the behaviour of all persons using the rooms hired.

b. not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor bring onto the premises anything which may endanger the same or any insurance policies in respect thereof. Smoking or the possession or consumption of alcoholic liquor is not allowed, nor is gambling or any use or behaviour to which the church may take offence.

c. be responsible for obtaining such licences as may be needed from the Performing Rights Society and for the observance of the same.

d. comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court, Police or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays or productions.

e. indemnify the church for the cost of repair or any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of hiring as a result of the hiring.

f. take out their own public liability insurance to cover members of their group *and shall produce a copy of their insurance certificates.*

g. be responsible for security by ensuring that external doors are properly fastened during meetings to prevent unauthorised entry to the premises.

h. not leave items or equipment on the premises without the consent of the Property Committee of the Church and the Church reserves the right to remove any offending unauthorised items or equipment from the premises.

i. only be allowed to bring onto the premises items and equipment which is listed herein as authorised equipment and any unauthorised equipment shall be removed immediately on the request of the church. The Hirer is responsible for ensuring that all *their* electrical equipment has been PAT tested.

2. At the end of the hiring period the Hirer shall be responsible for leaving the premises, surrounds and particularly the kitchen equipment, if used, in a clean and tidy condition. Any furniture and contents removed from their usual place shall be properly replaced with the premises locked and secured, unless directed by an authorised church representative. *Heating and lights should be switched off.*
3. If the Church required the use of a room e.g. for a funeral, when there is a booking, the Hirer will be given as much notice as possible.

4. In the event of the premises or any part of it being rendered unfit for the use which it has been hired, the Church will not be liable to the Hirer for any resulting loss or damage.

Special Conditions of Hire

If the Hirer of the premises has children and/or vulnerable adults within their group it is a requirement that the leader/responsible person is in possession of a Disclosure and Barring Service certificate or that the appropriate CRB enhanced disclosure certificate is held.

The Hirer will have made available to them Diss Methodist Church's policy on safeguarding and it is a requirement that this is adhered to.

Signed by the Church's Authorised Representative

DISS METHODIST CHURCH. ROOM HIRE CHARGES (from January 2018)

COMMERCIAL BOOKINGS

ROOM	1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 hrs
Ground Floor. Hall with stage. 9.5 X 7.5 metres Kitchen adjacent	£22	£30	£38	£46	£54	£62	£70	£78
Ground floor room. Colin Riches Room. Kitchen adjacent	£22	£30	£38	£46	£54	£62	£70	£78
First floor room with kitchen facilities. Jon Cousins Room. 7.5 x 4.3 metres	£17	£23	£29	£35	£41	£47	£53	£59
Vestry	£8	£12	£16	£20	£24	£28	£32	£36

CHARITABLE & SOCIAL FUNCTIONS

ROOM	1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 hrs
Ground Floor. Hall with stage.	£18	£24	£30	£36	£42	£48	£54	£60
Ground Floor. Colin Riches Room	£18	£24	£30	£36	£42	£48	£54	£60
First floor room with kitchen. Jon Cousins Room	£14	£18	£22	£26	£30	£34	£38	£42
Vestry	£6	£8	£10	£12	£14	£16	£18	£20

<u>KITCHEN</u>	<u>FULL USE (cooking etc)</u>	<u>PREPARATION (e.g. cold food /washing up)</u>	<u>COFFEE & TEA MAKING & WASH UP</u>
Full Day	£35	£25	£20 (£15 for groups under 20 people)
Morning, Afternoon or Evening	£24	£20	£10 (£7 for groups under 20 people, or £5 if only kettles used rather than water heater)

RATES NEGOTIABLE DEPENDING ON REQUIREMENT

Raffles – maximum prize £50.

Entertainment Licence advised.

Use of AV equipment £30