

Easingwold Methodist Church - Form A

Terms and Conditions for those hiring our premises (June 2011 Edition)

We welcome you to our premises and trust that they will afford you all the facilities that you need for your function. As Christians we are concerned about the wholeness of each individual within God's purpose for everyone and the Terms and Conditions that follow are to be interpreted in that spirit.

1. Respect

Please look after these premises as carefully as you would your own home and try to leave them at least as clean and tidy as you find them. This will involve (e.g.) cleaning up any spills, wiping down kitchen surfaces and vacuuming carpets (the vacuum cleaner is kept behind the curtains in the hall). Please do not interfere with the radiator settings – the heating controls will automatically reflect the time(s) of your booking.

2. Health and Safety

The hirer must ensure the presence of someone who knows what action to take in an emergency (e.g. fire) and that, in such an event, one person is responsible for evacuating all persons from the building. In case of a medical emergency, please note our Post Code is: YO61 3AE. Posters displaying this information are displayed in the building.

Please ensure that any obvious hazards are avoided (eg trailing wires should be taped to the floor) and that the passageways to the fire exits are kept clear at all times. No portable Electrical Equipment should be brought on to the premises which is more than 1-year old unless it has an appropriate PAT Certificate.

When leaving, the last person out should check that all lights and electrical appliances have been switched off, all stacking chairs have been put in stacks of eight with their seats facing the wall, all tables folded and put neatly behind the curtains and that all taps in the kitchen and toilets have been turned off, before vacating the premises.

3. Keys

Where a key has been provided, **Form D** must be completed by each nominated key holder and returned to the Bookings Clerk. This person is responsible for ensuring that all outside doors are locked when the premises are vacated.

4. Safeguarding

The Methodist Church has published a policy on safeguarding children and vulnerable adults which was adopted by this church's Council on 22 June 2011. A copy of our Safeguarding Policy is attached to **Form B** and you are required to complete **Form B** as a condition of hiring our premises.

5. Car Parking

Easingwold Methodist Church accepts no responsibility for damage to, or loss from, any vehicles parked on our premises. Hirers should note that there will be occasions (especially funerals) when parking is either restricted or totally prohibited. Please also be aware that, when meetings overlap, those who are "first in" may be "last out" because of the limited space on our forecourt and we would ask you to show patience and understanding if this happens.

6. Breakages

Please report to the Bookings Clerk any breakages, malfunctions or safety hazards that occur or have not been dealt with at the time of your function. This will help us to keep the premises in safe, working order for the benefit of all users.

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7. Prohibitions

The Methodist Church and statute law together strictly prohibit the following activities on these premises:
Gambling or betting except that there is a *de minimis* exemption for tombola's or raffles provided that the prizes are not in cash and that each individual value does not exceed £50

The sale or consumption of alcohol

The sale or smoking of cigarettes

The sale or consumption of socially consumed drugs

The use for the purpose of political meetings

Types of *entertainment that are inimical to the spiritual life and purpose of the church

8. Bookings

All hirers must complete **Form C** which includes a Declaration of Acceptance of our Terms and Conditions **before** a booking can be accepted. Hirers must also indemnify the Trustees of Easingwold Methodist Church by completing the appropriate **Insurance Certificate (either A or B)** on the room hire form. Please note that hirers may be asked to produce supporting evidence from their insurance company.

We do not normally let rooms on a Sunday, but are prepared to discuss a private arrangement with a Church member. We make no charge for any meeting associated with the following:

Groups associated with the Methodist Church

Churches Together in Easingwold & District (CTED) or other Church groups in the town

Christian Aid

Any meeting organised specifically for Christian worship.

All bookings should be confirmed in writing with our Bookings Clerk, Mrs Valerie Taylor, who can be contacted as follows:

Tel: 01347 821595 **E-mail:** valeriet@btinternet.com **Mail:** 9 Uppleby Easingwold York YO61 3BQ

9. Hire Charges

Unless otherwise agreed, all hire charges are payable within 28 days of the usage and remain due even if the event is subsequently cancelled unless 7 days' clear notice in advance of the day of the booking has been given. We would encourage you to send a direct remittance to our bank using the details given on the invoice but, if not, cheques may be sent or cash given to the Bookings Clerk.

10. Feedback

Please let us know if there is any way that you consider that these premises could be enhanced for the benefit of future users. We will also take note of any complaints that you wish to register and if you leave us a contact name and telephone number (or e-mail address) we will let you know the outcome of our follow up.

Thank you for booking our premises. We hope that you enjoy using them and (provided that it is not in use) we would encourage you to visit the adjoining chapel and spend some time in quiet reflection while you are here.

* Entertainment

If in doubt, the full programme should be submitted to the Superintendent Minister or his/her nominee for **prior** approval before the letting can be confirmed.