

BROOKMANS PARK UNITED REFORMED CHURCH & COMMUNITY CENTRE

BOOKING TERMS

Points of contact

Booking Secretary: Cathryn Jones
Email:- BPURC-bookings@outlook.com
Tel: 07977 140030

Church Secretary: Carole Beament
41 Westland Drive
Brookmans Park
AL9 7UG
Tel. 01707 653988

Church Treasurer:
& Administrator Roger Taylor
E-mail: rmt.chrysalis@protonmail.com
Tel: 07712 104071

Rooms for hire:

Room:	Capacity: *	Hourly rate:
Community room	Up to 75 people	£15.00
Lounge room	Up to 35 people	£11.00
Main church (not for general hire)	Up to 150 people	£25.00 (minimum 4 hour booking)

*Please note that the capacities stated are applicable under general use and **not** during COVID 19 restrictions. A COVID 19 risk assessment is also available.

CONDITIONS OF HIRE (2021-)

The hiring agreement may be terminated by the Church in the event of the Hirer not complying with the terms set out below. If you have any queries please discuss them prior to hire.

1. Bookings

All bookings must be made with our booking secretary (details above) and a booking form must be completed and returned. Booking confirmation will then be provided by e-mail. Please ensure that you include your exact booking time requirements, including preparation and clear down times.

2. Payment terms

a. Regular hirers:

Invoices will be provided on a monthly basis, via e-mail, in line with bookings. Payment is due in advance of each booking month and must be made prior to hire commencing. Unpaid fees may result in the refusal of entry.

b. One off/irregular hire

Invoices will be provided in advance of the booking date. Payment is due within 7 days to secure the booking date. Unpaid bookings are not guaranteed after this time.

3. Payment arrangements

Payment should ideally be made via bank transfer, details below:

Barclays Bank

Account name: Brookmans Park United Reformed Church

Account number: 70198536

Sort code: 20-92-54

Where required, cheques should be made payable to 'Brookmans Park United Reformed Church'

Any payment issues, or cash payments, should be discussed with the treasurer, Roger Taylor (details above.)

4. Church requirements

If the Premises are required for a Church Event, the Church reserves the right to re-schedule a booking, giving as much notice as possible of the change.

5. Responsibility

The Elders are responsible for the use of premises and any questions; other than making a booking or payments, should be addressed to them, via the Booking Secretary, Church Secretary or Treasurer.

6. Breakages

Please report to the booking Secretary immediately any breakage, missing equipment or accident, which occurs in the buildings or car park. Please consult with the Booking Secretary about the repair of damage, or replacement of equipment for which the organisation/person concerned will be responsible.

7. Keys

Arrangements should be made with the Bookings Secretary about the collection and return of keys. Any loss of a key or keys must be reported to the Church. The Hirer must not have any additional keys cut. All keys must be returned to the booking secretary when the Hirer is no longer using the premises. The fee for lost keys is £10.00

8. Hirer responsibility

The Leaders of organisations, and those who book as individuals, are responsible for the maintenance of order in the buildings and car park, and also the behaviour of all persons using the Premises. They must ensure that everything is left clean and tidy, that all lights are turned off and that the building is secure when leaving.

9. Rubbish clearance

Please ensure that any rubbish, including food waste, which the meeting/event may have generated, is removed from the premises and *not* disposed of in our very limited dustbin space. We have no recycling facility.

10. Care and co-operation

We ask for your co-operation in caring for our building and being considerate to other Users.

11. Car park

The Hirer and persons attending the Hirer's event, may use the Church Car Park during the period of hire, in common with any other persons authorised

to be on the premises/using the car park, but the Church gives no assurance that any or sufficient parking space will be available. The Church accepts no liability for the vehicles during this, or any, time. Vehicles and contents are parked at the owners risk.

12. Neighbourhood

Care must be taken not to disturb our neighbours before, during or after a meeting/event, especially if it is an evening meeting/event.

13. Kitchen use

Kitchen use must be requested as an addition to your booking. The kitchen is equipped with an urn. Kettles, teapots, trays and china are kept in the cupboards under the window. Please do not use the china in the locked cupboard under the hatch to the lounge unless special arrangements have been made with the Bookings Secretary. Sometimes it may be necessary to share the kitchen with other people in the building.

14. Furniture use

Apart from the light 'Go Pack' furniture, please *do not* transfer any furniture from one room to another. If you are unsure on these inclusions please discuss with the booking secretary.

15. Pianos

The pianos and organ *must not be moved* even within a room

16. Notices

Notices and Posters may only be put on the Notice Boards. These are shared boards unless specific areas have been allocated by the Church; if you are unsure on locations, please check with the Bookings secretary.

17. Licenses

The Hirer shall be responsible for obtaining any local authority or other licenses necessary in connection with the booking.

18. Regulations

The Hirer shall be responsible for the observance of all Regulations affecting the Premises imposed by the Licensing Justices, the fire authority and the Local Authority or otherwise.

19. Unlawful purpose(not permitted)

The Hirer shall not use or sublet the Premises for any unlawful purposes, or

bring anything into the Premises which may endanger the Premises, their Users, or infringe any Insurance policy conditions relating thereto. Subletting is not permitted.

20. Sale of Goods

The Hirer shall, if selling goods on the premises, (subject to the consent of the Church) comply with all Fair Trading Laws. No electrical or other potentially dangerous articles may be sold on the Premises.

21. Safety

- a. The Hirer must conduct their own Risk Assessment and is responsible for making sure the Premises are fit for the purpose for which they are being used.
- b. All those leading meetings/events must make themselves familiar with the Fire precautions, exits and fire equipment, which must not be removed from the position in which it is normally kept, nor should it be used for any purpose other than that for which it is provided.
- c. Fire exits and escape routes must not be obstructed at any time. The Hirer is responsible for the supervision of any evacuation including suitable plans for wheelchair users or those with reduced mobility.

22. Equipment

The Church cannot provide storage for equipment.

Please ensure that no equipment or belongings are left in the buildings unless there has been prior agreement to do so.

The Hirer is responsible for ensuring that any equipment brought to the premises in connection with the Hirer's event, will be suitable for safe use in the premises.

23. Lost property

We do not have a storage area for left items. Please inform the booking secretary asap if items have been lost as abandoned property will be disposed of if not claimed within 2 weeks

24. Smoking

Smoking is not allowed anywhere on the Church Premises

25. Alcohol

Alcoholic drink may only be consumed on the Church premises without the Approval of the Elders.

26. Accidents

The Hirer is responsible for any accident or injury arising out of the activity for which they have hired the room. The Hirer must in the event of an accident, complete the accident book located in the Kitchen,

27. First Aid

The provision of adequate First Aid facilities, including trained personnel is the responsibility of the Hirer. An emergency First Aid Kit is located in the Kitchen. There is no land line telephone in the building.

28. Music copyright

When music or other copyright material is used, the necessary permission of the copyright holder must be obtained by the user, who is responsible for obtaining any licenses or consents applicable.

29. Insurance

The Church public liability insurance does not cover hirers. Organisations/individuals should consider whether they need to take out other appropriate insurance to cover their meeting/event. The Church is not insured for the loss of, or damage to, the belongings of users of the buildings and car park, and cannot accept responsibility for any such loss or damage that occurs.

30. Contents loss/damage

The Hirer must indemnify the Church in the event of loss or damage to the 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 their hire of the Premises.

31. Safeguarding

Where children are involved, users are responsible for ensuring that they comply with relevant legislation and Codes of Practice covering children. In these circumstances the User will be asked to sign a 'Safe from Harm' Form. If the Hirer has any concerns relating to abuse of vulnerable groups it must be reported to the relevant statutory authority.

32. Exceptional circumstance

During the unprecedented circumstances that have arisen regarding the Coronavirus Pandemic, or any other unforeseeable situation, the Church reserves the right to stop hire at any time and with minimal notice, in the interest of the safety of all individuals using the facilities. All hirers will be notified by email in this instance.