

# ROOM HIRE – Dale Street Methodist Church

C/o Andrew Emm, 79 Kelvin Road, Leamington Spa, CV32 7TG  
bookings@dalestreet-methodist.org.uk

## TERMS & CONDITIONS for Hire of Premises by Occasional Users

1. Hire of premises should be arranged with Andrew Emm who will make a provisional booking after checking the diary. **New** hirers are requested to complete an application form and provide a deposit of £10.
2. Confirmation of the hire will normally be given by Andrew Emm, but may be given by another member of the Property Committee in his absence.
3. Access to the premises will be given by a delegated member of the Property Committee.
4. The organisation or person hiring the premises is responsible for:
  - a) Tidying up after use and returning the premises to the condition in which they were found (or paying the costs of cleaning up at £10.00 per hour);
  - b) Ensuring the persons using the premises observe the rules of the building and confine themselves to use of the hired rooms only;
  - c) Any damage;
  - d) Assessing Fire Risks and having their own Emergency Action Plan including ensuring safe evacuation of the building. A generic plan is offered below. The Church's full plan is available for inspection;
  - e) Advising the church representative when they are vacating the building after completion of the hire, so that the premises may be secured.
5. There are four key rules regarding the use of the building, as follows:
  - a) hirers must acquaint themselves with the church's policy for the protection of children and young people, and comply with the requirements therein;
  - b) smoking is not permitted anywhere on the premises;
  - c) alcoholic drinks are neither permitted to be consumed nor to be brought onto the premises; and
  - d) lotteries or games of chance are prohibited. Raffles on a single day are permitted if for charity and in which the prizes will be of modest value.
6. Hire charges per 'session' are currently as follows:

• Hall and Lounge	£45.00
• Community Room	£40.00
• Church and Community Room	£60.00
• Eborn Room or other small meeting space	£20.00
• Kitchen (in association with other room hire)	£15.00

A 'session' is a period of up to 4 hours in the morning, afternoon, or evening.  
Hire covering more than one period can be agreed on an individual basis. Hire charges do not include use of crockery and cutlery, but these can be arranged if required. The Church reserves the right to require higher charges for certain types of commercial use but is also open to conversations about affordable charges.
8. Parking is available on street close to the church. Parking in the church north car park off Regent Street, or south church car park off Portland Street West, is at the discretion of the Property Committee depending on other church use but is usually available.
9. Organisations hiring the premises must have Public Liability Insurance cover to the value of £1,000,000 and provide a copy of the current certificate of cover to Andrew Emm or the Church Treasurer prior to the date of hire. This requirement may be waived for certain types of occasional non-commercial use.

Please clarify any queries with Andrew Emm via email or on 07770 658450

**Generic Emergency Action Plan shown below:**

## Generic Emergency Action Plan

Organisations using the building should have their own Fire Safety Plan suitable to the types of persons attending, their activities and their location within the building.

The Fire Safety Risk Assessment used by the Church for the building's general use is available to all to assist in this preparation.

Being a multi-occupancy building, all users have a duty to themselves and to others to minimise fire risks.

The following list is not exhaustive.

**In particular at each event please:**

**1. Nominate 2 people to act as Fire Marshalls.**

They should:

- **Familiarise themselves** with all possible escape routes, check they are clear and that exit doors are functioning.
- **Check that internal fire doors are closed.**  
(need not apply to those visibly fitted with the black Dorgard, door stop units).  
Meetings upstairs are at a greater risk.
- **Check that sources of ignition are not brought into the building**  
(e.g. candles, heat producing tools or heaters).  
(up to 5 candles are permitted if kept on the same, continuously supervised, table)  
See main Risk Assessment document about agreeing plans for any exceptions to this or for very large events)

**2. In case of fire or of alarm sounding Marshalls should:**

- If alarm not sounding then **press a Fire Call Point** button.
- Ensure your people **evacuate** the building promptly.
- **Ensure lift is not used.**
- **Check toilets** and adjacent rooms are clear of people.
- **Close doors** behind you.
- **Ring 999** as soon as possible.
- If safe to do so, **tackle fire** with equipment provided.
- **Meet at Assembly Point** (main car park)
- **Meet Fire Service** and inform them whether building is clear.
- **Do not people re-enter** until confirmed safe.