

# ROOM HIRE – Dale Street Church Centre

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 £8.00 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) 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. The only exception to the latter concerns the use of raffles for fund raising for charities, in which it is assumed that 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 Parlour	£20.00
• Kitchen (in association with other room hire)	£15.00
7. A 'session' in the context of premises hire is considered to be 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.
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 users.

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