

Trinity Methodist Church, Oadby

**Information for people
wishing to use
Church premises**

Effective 15.9.2010

Introduction

Thank you for your interest in hiring a room(s) at the Church. We are a welcoming congregation and we believe that allowing people to use the premises is part of our outreach to the wider community.

This pamphlet explains some of the conditions and legislation that we must comply with when we allow people to hire our premises.

Trinity Methodist Church holds a Premises Licence in accordance with the Licensing Act 2003. This licence stipulates the kinds of events that may take place on the premises and those that may not. A copy of the licence is on display in the foyer.

The Church property is held in accordance with the Model trust of the Methodist Church [Methodist Church Act 1976]. Under the Model Trust, the use of the premises is constrained in a number of ways. In particular, there is a ban on the following:

- a) The supply, sale or consumption of intoxicants [Standing Order 922]. This means any intoxicating substance, including alcohol.
- b) Smoking is not permitted on any part of the premises [Standing Order 923].
- c) Gambling is not permitted on any part of the premises [Standing Order 924]. Local modification: see below
The Church Council, exercising its discretionary powers, has agreed that raffles, numbered admission tickets in return for a prize and tombola are permitted, provided that (i) there are no cash prizes; (ii) no prize exceeds the value of £10; (iii) no alcoholic prizes may be offered.

Copyright licences

The licences that the church have cover church based groups only. The licences do not cover those who hire the premises and who might play music, show videos/dvds, copy material, etc, which is protected by copyright

The onus for complying with copyright law for people hiring our premises lies with the organisation or individuals themselves, NOT with the church.

Key holder

Alan Haddon, phone No. 0116 2713019

Cancellation

- a) Please note that very occasionally, the whole of the premises may be needed at short notice (e.g. for a funeral). In this case we may need to ask you to delay or cancel your meeting. Our liability will be limited to refund of the hire fee.
- b) If you have to cancel a meeting, the level of refund of the hire fee depends upon the amount of advance notice – see table

Notice given	Amount of refund
> 3 weeks	100%
1-3 weeks	50%
<1 week	0%

Care of the premises, contents and equipment

We expect you to take all reasonable steps to ensure that you do not damage or spoil the premises, its fittings or contents. We expect you to have insurance cover (usually your organisation's or household policy, but check that it provides the cover you need) to make good any damage, however caused, as a result of your occupation of the premises. You are welcome to rearrange furniture for your own needs, but it is your responsibility to put it back as you found it.

The Church does not accept liability for any loss or damage to property you bring on to the premises.

No additional equipment, electrical or otherwise may be brought on to the premises or used without permission of the Bookings Secretary at the time the booking is made.

The Church does not accept responsibility for any claim or consequent loss suffered by yourself or any members of your party following cancellation of the event for whatever reason.

The Church requires a housekeeping deposit of £50 or 50% of the hire charge, whichever is the greater figure which will be refunded if the premises are left in a satisfactory condition.

Should any damage etc be caused, the hirer is responsible for the full cost of making good the damage

Payment

Payment is required at least 2 weeks before the booking date

Food and Catering

The Environmental Health authorities do not allow food to be prepared on the premises. Ready-prepared food may be reheated. **Following an event that has involved food, the kitchen must be left clean and no food residues left on the premises.**

No food may be taken into the Church worship area.

Waste disposal

You are required to take your waste & rubbish away with you, but for small amounts of rubbish we ask that you will make proper use of the two recycling sacks in the kitchen. Notices on the sacks show what is acceptable waste – shown by a tick –and what cannot be recycled – shown by a cross - according to local authority current rules.

Cleaning

You will be shown where basic cleaning equipment (brushes, dustpans etc.) is kept. This should be used for cleaning up any spillages. You are not expected to vacuum clean after yourselves.

Other users of the premises

You may only use the rooms and facilities you have reserved. Other people may be using some rooms at the same time. You are asked to respect the space occupied by other users.

Health and Safety

Under the Health and Safety at Work Act 1974 it is your duty to take all reasonable steps to ensure your safety and that of those attending your event. The Church is not liable for any injury sustained during the course of the hire.

You must make yourself familiar with fire exits before your event begins and ensure that all fire exit doors are unlocked.

If anyone has an accident on the premises it must be reported by the group leader or anyone who witnessed the accident.

The first aid cabinet is located on the wall of the kitchen near to the door into the hall. In this cabinet are the first aid kit, the accident report book and the RIDDOR booklet.

Any accident that takes place on the premises must be entered in the accident book.

The RIDDOR booklet deals with “reporting of injuries, diseases and dangerous occurrences regulations”. Any such incidents (particularly when hospital treatment is required) must be reported to Oadby & Wigston Environmental Health Division, Council Offices, Station Rd, Wigston, Leicester, LE18 2DR. The booklet contains the necessary form.

Fire alarm

The whole of the premises are protected by a fully integrated fire alarm system. In the event that the alarm is activated ensure that everyone leaves the building by the nearest fire exit

If a fire is detected, contact the fire service by dialing 999. Inform the key holder that the alarm has been activated.

Safeguarding Children

Under the Children's Act 1989 and the guidelines "Safe from harm" it is your responsibility to ensure that you abide by the Church's Safeguarding Policy. This may be viewed on the notice board at the right hand side of the foyer.

Opening and Closing and securing the premises

- If the Church key holder opens the premises, he/she will check that they are secure, clean and at a suitable temperature
- If you open the premises, you should check that the rooms are as expected. It is in your interests to report anything which is not as expected to the Bookings Secretary, otherwise it may be assumed that you were responsible.
- If the Church key holder locks up the premises, he/she will ensure that the premises are secure and that no unnecessary utility services are left running.
- If you lock up the premises, it will be your responsibility to ensure that the premises are secure, that no-one is left on the premises, toilets are checked and that no unnecessary utility (gas, electricity, water) services are left running. Any damage caused by a failure to close down the premises correctly will be your liability. A checklist can be found in the kitchen and on the door as you leave the building.

As a condition of hire, the hirer must sign the section entitled "BOOKING HIRE AGREEMENT" in the bookings request form to signify their acceptance, and willingness to abide by these conditions.

Contact Person

The Church Bookings Secretary, Mr Bob Fawcett/ Mrs. Pauline Fawcett. (tel: 0116 2927364), are the principal persons to contact in respect of all bookings.

Facilities available

Room	Size	Capacity (seating)	Cost
Church		250	£170 / event
Hall	45' x 29'	80	£30.00 up to 2 hrs (min charge), then £10/hr
Coffee lounge	27' x 12'		£12.00/hr
Side hall	38' x 16'		£12.00/hr
Church Lounge	31' x 16'		£12.00/hr
Kitchen			£8.00/hr

Costs are for Non-regular hirers. Prices correct at 1st April 2010

The Hall has a stage that could be used, subject to prior notice to clear it.

The Kitchen has facilities for making hot and cold drinks together with a supply of cups, saucers and cutlery.

The Store has a range of tables of various sizes that can be used for meetings.

Numbers of People

To comply with the Fire Officer's recommendations, the maximum number of people who may attend a function in the hall is 80.

Times of hire

When you hire a room(s), we expect that the time from which the rooms are hired and the time of vacating the premises shall include setting up and clearing away time.