

TRINITY METHODIST CHURCH, RAINSFORD ROAD, CHELMSFORD CONDITIONS OF HIRE FOR ROOMS, ETC.

All hire of Trinity Methodist Church premises or any part of them are subject to the following conditions. Entry on the premises by or on behalf of a Hirer for the purpose of a hiring constitutes acceptance by the Hirer of these conditions.

Trinity Methodist Church offers to permit the Hirer (and its invitees) to use the Worship Area / Upper Hall / Carol Evans Room/ Kitchen/ Chapel of Youth / Bottom Committee Room / Link / Link Kitchen as specified on the Booking Agreement (together with the toilet and car parking facilities) for the purpose and period set out therein, subject to the following conditions: -

- 1) The Hirer will make a donation as agreed with the Church Representative and which will be calculated in accordance with the following table which is applicable for hire after

1st January 2019 :

Worship Area		£27.00 per hour or part thereof
Concert in Worship area		£190.00 per event
Use of organ if agreed		£55.00 per event
Main Hall	(daytime)	£32.00 per hour or part thereof
	(evening)	£42.00 per hour or part thereof
Concert in Hall		£160.00 per event
The Link		£27.00 per hour or part thereof
Bottom Committee Room		£17.00 per hour or part thereof
Chapel of Youth & Carol Evans Rooms		£22.00 per hour or part thereof
(additional charges of £25.00 for use of the kitchen in main hall and Link)		

- 1a) **CANCELLATION CHARGES will apply as follows:**

4 weeks before the booking date	25% of fee will be charged
3 weeks	50%
2 weeks	75%
1 week	100%

All new hirers will be charged 25% of the booking fee as a non-refundable deposit (except Weddings – please see our wedding conditions of booking/deposits)

2) In the event that it is agreed that keys may be issued to the Hirer, the appropriate section(s) of the Booking Agreement must have been signed before any key is issued. The Hirer is responsible for ensuring that the conditions relating to the issue of keys are strictly adhered to.

3) A Hirer being loaned a key or bringing children onto Church Premises must familiarise him/herself with the terms of the Church's Safeguarding Policy in relation to children as displayed on Church notice boards in the Annexe and in The Link. Where the letting involves children or vulnerable adults being brought onto the Church Premises, the Hirer must sign the declaration that they are familiar with the Home Office Code of Practice Safe from Harm and have an understanding of it and undertake to follow the Code of Practice contained therein in relation to work with children, young people and vulnerable adults. A copy of this document is available for inspection if required.

4) The Hirer must read the fire instructions displayed in each location and accept the responsibilities of being the person in charge.

5) Whilst First Aid boxes are provided in the kitchen areas for general use. Trinity Church does not provide an on site First Aider. It is the responsibility of each hirer to ensure they have their own trained First Aider.

6) Special permission is required for the use of the organ, the piano and the amplification system in the Worship Area. Permission given will be noted in the Booking Agreement. A need for the piano to be tuned for a specific event will be charged to the Hirer

7) Audience seating capacity in the Worship Area is limited to 210 persons and in the Hall to 180.

In the Worship Area, the platforms will accommodate a choir of about 60 singers. Please see conditions quoted in paragraph 16 overleaf regarding the rearrangement of furniture

8) The Church does not have a licence for the Performing Rights Society to cover events other than those promoted by the Church, the Hirer is responsible for obtaining such approval where it is

required. The Hirer is also responsible for all matters relating to copyright.

9) For concerts, etc. the Hirer shall provide stewards and be responsible for general control and good behaviour. In the event that the Church arranges for its own steward also to be present then his/her requests/ instructions must be followed.

10) The Hirer will notify the Church Representative, preferably in writing, of the happening of any damage caused by the Hirer or its invitees as soon as is practicable after the event.

11) Smoking is not permitted anywhere on the premises.

12) The consumption, purchase or sale of alcoholic drinks is not permitted on the premises at any time nor may alcohol be brought onto the premises for any other reason.

13) Limited raffles may be held subject to the Methodist Church Regulations: (See 18)

14) Trinity Methodist Church has a comprehensive insurance policy for the building and contents and also for Public Liability and personal accident for the Church's own Groups and activities. However the Hirer must have their own insurance and give to the Church Representative evidence that they have current adequate insurance to cover all their activities for Public Liability and personal accident and to cover loss or damage to their equipment brought onto or left on the premises.

15) To the maximum extent permitted by law, the Hirer will indemnify Trinity Methodist Church, its Minister, officers and members against any claims, demands, damages costs or liabilities whatsoever in respect of injury to persons or damage to property arising out of the letting to the extent that those eventualities are not covered by Trinity Methodist Church's insurance policies.

16) Payment of the donation should be made as soon as possible after the event by means of a cheque drawn in favour of Trinity Methodist Church and sent to the Church Representative.

17) Furniture may be rearranged, if required, but the hirer is responsible for restoring the original layout at the conclusion of the event. Advice will be available from church members if required. In the Worship Area, whilst additional chairs may be brought in for the choir, no additional chairs may be placed in the aisles for the audience. Aisles must be kept clear at all times. The communion rails are demountable and the communion table, pulpit and lectern are moveable leaving a clear platform. Chairs, if required, may be brought in from other parts of the building. If it is necessary to move the piano out of the area bordered by the carpet, it must not (in order to avoid damage to the carpet or edging) be placed on the carpet or wheeled across it. The choir and/or any others on the stage must be informed that care should be taken to avoid spillage of water or other drinks as the carpet is susceptible to damage by liquids.

All areas used must be left in a clean and tidy condition. A charge of £50 will be invoiced to cover additional cleaning, if required.

18) Methodist Church Regulations concerning gambling on church premises state that games of chance may take place at Trinity Methodist Church with the permission of the Church Council. Therefore any person wishing to run games of chance must apply in writing to the Church Representative and receive written approval to the proposal. Applications must show that the organisers accept and will abide by the following:-

a) The games of chance are only incidental to the main event, which may be a bazaar, meeting or similar function. Bingo is not permitted unless an incidental part of another event.

b) Sales of tickets or chances must be at the event only and the winners of the prizes must be announced at the event. Tickets must not be sold in the Worship area or in the vestibule nor may prizes be displayed in either of these areas.

c) The only expenses that can be deducted are those of printing tickets and buying prizes.

d) There is no restriction on the kind of game that can be played except that of propriety.

e) The total value of prizes on offer at all the gambling activities at a particular event must not exceed £50 and this must include a realistic valuation of any donated gifts. The prizes must be in kind and not in cash. No prizes may be of alcoholic beverages.

(Revised Jan 2019)