

Trinity Methodist Church

Information for people wishing to use the Church premises

Effective 1/5/2013

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 hall.

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 has 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.

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
Greater than 3 weeks	100%
1-3 weeks	50%
Less than 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 the 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 onto 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 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 Church has the facility to offer hot and cold food for meetings, children's parties and other events by prior arrangement with our Catering Staff Michael or Julie on 271 7575.

You may provide your own cold snacks or sandwiches should you prefer; but in order to comply with Environmental Health requirements we cannot allow the preparation, reheating or serving of hot food other than by our Catering Staff. This means that no food heating equipment may be brought on to the premises. **Following an event that has involved food, the kitchenette 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.

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 pack is located in the kitchenette along with 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 and assembles on the East Street car park. If a fire is detected, contact the fire service by dialling 999. Inform the key holder that the alarm has been activated.

Creating Safer Space: Safeguarding Children and Vulnerable Adults

Under the Children’s Act 1989 and the guidelines of The Methodist Church policy “Creating Safer Space” it is your responsibility to ensure that you abide by your own organisations child protection or safeguarding policy if you have one, otherwise by that of the Church’s Safeguarding Policy. The church policy may be viewed on the notice board in the hall, or can be requested in electronic/paper copy.

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 interest 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 kitchenette 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, Mrs Zoe Willis is the principal person to contact in respect of all bookings. Tel: 0116 2712404 or e-mail: bookings@oadbymethodist.co.uk

Facilities available

Room	Size	Capacity (Seating)	Cost
Worship Area		230	£45 up to 2 hrs (min charge) then £15/hr
Main Hall	45' x 29'	100	£37 up to 2 hrs (min charge) then £14/hr
Meeting Room inc Kitchenette	31' x 16'		£23/hr
Primary Room	38' x 16'		£15/hr
Café Area			N/A

Costs are for non-regular hirers. Prices correct at 1st May 2013

The Worship Area has a 'performance area' that could be used, subject to prior notice to clear it.

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

The Store cupboard 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 100.

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.