

Charges for use of Church Premises

| | Other groups and private individuals and parties. | Community organisations and charities (a minimum donation of) |
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| Main church including use of media per 3.5 hour session <i>(Max 375)</i> | £88 (Not suitable for parties) | £44 |
| Main church plus Kitchen per session | £100 | £50 |
| Above for each additional hour | £15.50 | £8.00 |
| Hall 1 per 3.5 hour session <i>(Max 80)</i> | £44 | £22 |
| Hall 1 and Kitchen per 3.5 hour session | £50 | £25 |
| Above for each additional hour | £11 | £5.50 |
| Hall 2 (including kitchenette) per 3.5 hour session <i>(Max 50)</i> | £50 | £25 |
| Above for each additional hour | £11 | £5.50 |
| Lounge per 3.5 hour session <i>(Max 30, 25 seated comfortably)</i> | £27.50 | £14 |
| Above for additional hour | £8 | £4 |
| Room 1 per 3.5 hour session <i>(Max 40, 35 seated comfortably)</i> | £33 | £16.50 |
| Above for each additional hour | £9 | £4.50 |

*A 10 % discount may be applied for regular and continuous bookings.
Please contact the Lettings and Bookings Secretary for bookings of less than 3.5 hours.*



Booking form for use of rooms/equipment

Please return this side of the booking form with payment to:

Lettings and Bookings Secretary
Louth Methodist Church, Nichol Hill, Louth
LN11 9NQ
or telephone Alison Fox
07833532753 / 01507 600049
or e-mail
methodistchurchlouth@gmail.com

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| Name of individual/group: |
| Room/s required (delete as appropriate): Main Church/Hall 1/Hall 2//Lounge/Room 1 |
| Start time (to include setting up): Finish time (to include clearing away): |
| Total number of hours required: |
| Use of kitchen—yes/no: |
| Dates required for the year/one-off bookings/occasional bookings (Please continue on a separate sheet if necessary): |
| Purpose of booking: |
| Expected age of attendees: |
| Expected number of attendees: |
| Other requirements ie. Folding tables, extra chairs, microphones in Church, screen, piano, and organ. (Additional cost for use of organ £15): |
| Total payment due at time of booking: |
| I am familiar with and have read the Louth Methodist Church Safeguarding Policy: Signed: Date: |
| I agree to conform to the conditions made by Louth Methodist Church Council (opposite page): Charity number (if applicable): Purchase Order number (if applicable): Signed: Date: |
| Please print name |
| Home Address: |
| Tel. Number: e-mail address: |

Conditions of Letting

- 1) Only the rooms specified in the schedule are to be entered by the person or persons using the premises.
- 2) The Church Council reserves the right to cancel the use of any room.
- 3) Only the person or organisation to whom permission has been granted shall use the room(s).
- 4) No intoxicating liquor is to be brought onto the premises.
- 6) All rooms are to be left clean and tidy, incl. the kitchen, and the furniture in position as found.
- 7) The kitchen may have to be shared with other users on the premises.
- 8) All rubbish, including packaging and food waste, must be removed by the hirer from the premises. The bins in the store are for Church rubbish only, and cannot be used by hirers.
- 9) Any damage to premises, furniture or breakages is to be reported to the Stewards/Circuit Administrator/Bookings Secretary immediately.
- 10) NO SMOKING – It is against the law to smoke in any part of the premises and it is the responsibility of those in charge of people using the premises to ensure that the rule is strictly adhered to.
- 11) There is no parking permitted on the forecourt or slabbed entrance to the Church in Nichol Hill, even for off-loading.
- 12) If the user brings their own electrical equipment into the building for use, it is their responsibility to ensure it is P.A.T. compliant.
- 13) Hirers may not leave equipment on the premises, other than by prior arrangement with the Stewards /Bookings Secretary/Minister.
- 14) The main Church is fitted with an induction loop amplifier system that assists people with hearing aids to hear people speaking into the microphones when in use. If you require this to be in operation then the Steward must be advised in advance of the meeting.
- 15) Hirers are asked to turn all lights off and shut fire doors when leaving the premises.
- 16) The capacity of the main Church is **375** people. It is the user's responsibility to make sure this number is not exceeded.
- 17) All passages, the foyer and means of escape, must be kept clear at all times. All chair arrangements shall provide proper gangways to exits and stewards provided to see this is done.
- 18) Linked chairs shall be carefully individually unlinked and then reconnected in any new position both before and after use and when relocated to their normal layout.
- 19) **Insurance:** Organisations booking must have their own Public Liability Insurance. Individual private hirers (such as for parties) can have a maximum of three hirings per year without own insurance.
- 20) Payment to be made at time of booking or 6 weeks prior to the booking by BACs (Sort Code-403026, Account number--40545341, Louth Methodist Church Society) or cheques payable to 'Louth Methodist Church'
- 21) Cancellation policy: 50% reimbursement of payment for more than 7 days' notice; no reimbursement for less than 7 days' notice. Louth Methodist Church reserves the right to waiver this in exceptional circumstances.
- 22) Louth Methodist Church obliges **the Licensee** to pay any business rates or other taxes that are imposed due to **the Licensee's use** of the premises.
- 23) The Church Council reserves the right to alter the charges for room rental at any point.

