

## Information for hirers of church premises

### Rooms available for hire

- Main Church hall
- Coffee Lounge
- Upper Room
- Whole Building

### Hire Charges and times:

Prices for Main church hall hire:

| <b>Duration</b>       | <b>Charge / Hourly rate</b> |
|-----------------------|-----------------------------|
| Up to 3 Hours         | £12/hr                      |
| 4 Hours               | £10/hr                      |
| 5 – 6 Hours           | £9/hr                       |
| 1 session (am/pm/eve) | £34.00                      |
| 2 Sessions            | £54.00                      |
| 3 Sessions            | £74.00                      |

Session times (default – may be some flex, subject to agreement):

|     |            |
|-----|------------|
| Am  | 9am - 1pm  |
| Pm  | 1pm - 5pm  |
| Eve | 6pm - 10pm |

Note: Hire for a session will be cheaper than the equivalent hourly rate

Minimum hire period: 1 Hour. Thereafter in units of: 1 hour.

(Examples: 2 hour hire = £24, Morning session = £34, 5 hour hire = £45). Above 6 hours the 2 (or 3) session rate will apply.

We allow an additional 15mins extra for pre-event set-up and 15mins for clear up post hire. This is included in the hire price. If you require more time than this then please add additional time to the duration of your hire.

Prices for Coffee Lounge or Upper Room: £8/hour. (Note: For charitable / community groups we may offer these rooms free of a formal charge, on a voluntary donation basis – strictly at the discretion of the church Treasurer/Stewards/Minister. Please enquire if you think you may be eligible.)

Hire of the whole building will be charged at the rate for the main hall with an additional £20 surcharge per booking.

### Contact Information:

|                       |  |  |              |
|-----------------------|--|--|--------------|
| Treasurer / bookings: | Emma Bowyer  | <a href="mailto:finance@capelmethodistchurch.org.uk">finance@capelmethodistchurch.org.uk</a>   | 01473 311896 |
| Building Steward:     | Andrew Vellacott   | <a href="mailto:acvellacott@btinternet.com">acvellacott@btinternet.com</a>                     | 01473 311389 |
| Minister:             | Rev Andrew Sankey  | <a href="mailto:minister@capelmethodistchurch.org.uk">minister@capelmethodistchurch.org.uk</a> | 01473 311178 |
| Church Address:       | Capel St Mary Methodist Chapel, The Street, Capel St Mary, Suffolk IP9 2EF |  |              |

## Capel St Mary Methodist Church

### **Terms and Conditions**

1. Hirers must appreciate that other parts of the building may be in use during their booking. Exclusive use of the whole building is only guaranteed if the "whole building" option is selected. All bookings include use of the toilets and kitchen area, although it may be shared with other users, as required.
2. Bookings may have to be cancelled in exceptional circumstances – in such situations we will endeavour to give you as much notice as we reasonably can.
3. AV and sound equipment, including data projector and screen are available in the main hall (and potentially elsewhere, subject to prior agreement). Additional charges may apply and suitable training will need to be arranged in advance or at the start of the hire (please allow time).
4. The building is a place of Christian worship and as such there are some restrictions on the use of the building. We reserve the right to refuse hire to persons whose use of the building is not compatible with our beliefs, ethos or values, or conflicts with the terms of our insurance policy.
5. Please ensure you arrive and leave promptly, in accordance with your agreed hire times. Ensure you have left enough time to clear up properly – 15mins at the start and end are automatically included – additional time, if required, must be added to the hire period.
6. Please leave the building in the condition and arrangement you find it. This includes clearing away rubbish and returning chairs and tables to the places they were on arrival, cleaning of floors, kitchen equipment, etc, closing any windows opened.
7. Chairs and table are provided on the premises and available for your use. They will generally be packed away at the start of your hire and should be returned there at the end.
8. The building is normally locked and alarmed, so in general access to the building will need to be arranged with a key holder. This person will be agreed with you at the point of booking. Unless you are a registered key holder or borrower who has undertaken all related training and has been issued an alarm code then you will not be provided with a key to the building.
9. The building includes smoke alarms – please don't do anything to set them off if at all possible. If the alarm does sound the please vacate the premises via any marked emergency exit. Fire assembly point is on the grass between the church and the Co-op car park. Instructions on who to contact for any alarm (burglar or fire) are displayed in the foyer.
10. The maximum capacity of the building is 150 persons, please do not exceed this limit.
11. Do not block fire exits or corridors with equipment.
12. In cold weather heating may be provided. The heating system should only be operated by suitably qualified officers of the church – please do not attempt to alter the controls yourself.
13. Payments can be made via cash, cheque (Capel St Mary Methodist Church) or Bank Transfer (Bank details on request).
14. Safeguarding of children and vulnerable adults is taken very seriously – please ensure you have knowledge of what this implies and have access to our safeguarding policy, which is on display in the building and adhere to it.
15. As with all Methodist buildings, alcohol is not permitted on the premises and therefore cannot be consumed during meals or any other events in the building.
16. Any damage must be reported and the hirer is liable for repair or replacement costs (excludes normal wear and tear).
17. Officers of the church may require access to the building at any point.
18. The church does not have its own car park. If possible please walk to the building. Any car parking on local roads or car parks should be responsible and considerate and will need to be compliant with relevant rules and restrictions as displayed.
19. The Methodist Church of Great Britain, Capel St Mary Methodist Church, its officers and its Church Council members (the legal trustees) shall not be responsible for any loss, damage or injury arising from the use of the building – except to the extent that it can be shown to have been negligent.