

Rodborough Tabernacle - United Reformed Church

Address: Tabernacle Walk, Rodborough Stroud, Gloucestershire. GL5 3UJ



SINGLE EVENT BOOKING CONDITIONS

This pack includes the present 3 page Booking Conditions document, the Food Safety Regulations document, and the Booking Agreement Form

Note: the church Elders reserve the right to refuse a booking deemed likely to constitute a danger to people or compromise the church's insurance policy. The agreement is only with the hirer named, and for the purpose stated, in the booking agreement form.

Hiring:

1. **Confirmation:** Bookings must be confirmed in writing to the booking secretary. Payment to be made with confirmation of booking
2. **Cancellation:** All arrangements for the use of the premises are subject to the church reserving the right to cancel bookings when the premises are unavoidably required for urgent church business or are rendered unfit for the intended use. In this case we will give you as much notice as possible and try, when feasible, to accommodate the event elsewhere in the building.
3. **Hirers.** Hirers must be at least 21 years of age and will be responsible for the fabric of the building, the behaviour of users and respect for the conditions contained in the present document. The hirer must be present throughout the event.
4. **Insurance:** The Church's insurance policy does not cover any property belonging to the hirer or brought in for the event, or the hirer's public liability while on the premises including damage caused to the Church buildings or property. Hirers are advised to arrange their own insurance cover and/or check their household insurance.
5. **Dangerous items etc:** The hirer must not bring, or cause or permit others involved in the event to bring onto the premises any illegal materials or any items which may constitute a danger to people or property, represent an infringement of the booking conditions or invalidate the church's insurance policy.
6. **Damage:** Any damage incurred during the event must be reported by the hirer to the Bookings Secretary or Church Secretary without delay. The hirer will be responsible for reimbursing the church for the cost of any repairs incurred. Any damage noted on arrival should be reported immediately.
7. **Noise etc:** Groups must not cause disruption to other users of the premises or local residents. Should this be the case, bookings may be terminated immediately.
8. **Alcohol:** The premises are not licensed for the sale of alcoholic drinks. Drinks and glasses can only be brought onto the premises with prior agreement.
9. **Performing Rights Licence:** It is the hirer's responsibility to obtain a Performing Rights Licence if applicable.
10. **Telephone:** There is no public phone on the premises so hirers are advised to have access to a mobile phone in case of emergencies

Use of Rooms:

- Facilities are normally available between 9.00am and 11.00pm (not Sundays)
- The right to use the premises is restricted to the rooms specified and paid for as in the Booking Agreement. Access to outside space (other than the car park) is not permitted unless specified in the Booking Agreement.
- Storage is limited only to areas specified in the Booking Agreement and on no account must stored items impede access for other users.
- Any items brought onto the premises for an event must be removed at the end.
- Users are responsible for setting out the rooms and leaving them clear, clean and tidy. Please stack chairs not more than four high.
- Posters may be fixed to the notice boards **but must not damage existing notices and must be removed at the end of the event.**
- Pushchairs and other large items should not be left to block exit routes or doorways.

The Kitchen: PLEASE READ FOOD SAFETY REGULATIONS ACCOMPANYING THIS DOCUMENT

Kitchen users must comply with the Food Safety Regulations attached. Hirers should bring their own tea towels and black bin bags. The kitchen must be left clean and tidy, and crockery etc returned to its original cupboard or drawer. Cleaning materials are not provided. **All rubbish and food waste must be removed from the premises immediately.**

Toilets:

Should be left in a condition in which you would like to find them.

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Health and safety:

All safety notices must be observed. The church provides a First Aid Box. Please record any accidents in the Accident Book, which is located in the kitchen.

A copy of the Church's Health & Safety Policy can be found in the side entrance lobby.

Fire Regulations:

It is the responsibility of the hirer/group leader to check the following items before their meeting/event takes place:

- That all fire exits are unlocked, with bolts drawn, and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open
- That exit signs are clearly visible
- That all taking part in the event are briefed for fire emergency drill and acquainted with fire appliances and emergency exits.

Fire instructions are provided in all rooms. Fire extinguishers are for use on minor fires only (e.g. waste paper basket fires) and may be used by trained personnel only. The Fire Brigade must be called out to any other outbreak of fire.

The alarm is automatically activated by smoke detectors.

No smoking is allowed anywhere on the premises.

Stored items and those used during an event must not block access to emergency exits.

Regular users must hold fire drills at least twice a year.

Flammable Substances

- Highly flammable substances shall not be brought into, or used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Bookings Secretary
- NO candles to be used on the premises without prior permission of the Elders.

Portable Electrical Appliances

While the Church is responsible for the regular testing of portable electrical appliances on its premises, the hirer is responsible for ensuring that any electrical appliances she/he brings are safe and used in a safe manner and comply with the Electricity at Work Regulations 1989.

No heaters are to be brought onto the premises, and any electrical equipment to be brought in must be approved by the Bookings Secretary in advance.

Safe from Harm:

Groups which include children or young people must comply with the Home Office Code of Practice. In accordance with this we ask you to;

1. Read and abide by all safety notices
2. Carefully supervise use of the kitchen and toilets. No child under 6 is allowed in the kitchen and no children 6 to 16 or mentally frail adults should be in the kitchen unsupervised by an adult.
3. Follow the Good Practice guide that no adult is alone in private with a child other than their own.
4. If any vulnerable adults or disabled people are attending an event, the Bookings Secretary must be informed to ensure that the premises are suitable for their needs, and the hirer must make sure that there are enough supervising adults to attend to their needs and to evacuate the building safely if need be.

Supervision

There must be a minimum of two adults supervising any event.

Parties with children under 12 must have 1 adult per 5 children. Young People's parties, aged 12-18, 1 adult per 10

Saving Energy:

Please switch off all lights, cookers, and electrical appliances after use.

The central heating is zoned and on time switches. Room thermostats and control valves on radiators are preset to balance the heating system, and must not be altered.

Security:

The main access to the premises is via the entrance in the middle of the building, opposite the car park. The doors are secured with Yale Lock and slide bolts. Once inside the building the hirer/group leader should relock this door, and then open up the alley way entrance gate and doors for access for the rest of the group. This entrance has a door bell for late arrivals. Before leaving check there is no one else in the building and ensure the premises are secure.

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Capacity:

The lower room has a seating capacity for 100 (80 seated at tables) reviewed annually.

Car Parking:

The area beside the Little Chapel and the area opposite the Church is private parking for people attending meetings. Car owners park entirely at their own risk. The Church does not accept liability for any loss or damage to any parked vehicle. On no account must Car Parking obstruct the entrances or exits to the property or public roads or access.

BEFORE LEAVING PLEASE CHECK

- **All rooms including toilets are clean and tidy.**
- **All rubbish and food waste and items brought in for the event have been taken home.**
- **There is no one left in the building.**
- **All appliances and lights are switched off.**
- **All windows and doors are locked and the building is secure.**

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Hiring Agreement for Rodborough Tabernacle.

Name of Hirer	
Name of Organisation	
Address	
Telephone number + mobile no.	
Email address	

Purpose of Hiring	
Eg Birthday Party	Date
	Hours --- From: To:
Description of room(s) and facilities to be hired	
Numbers Attending and Age Range	
Number of disabled people/vulnerable adults	
Number of Supervisors	
Type of Music/video/film/DVD to be played	

FEES (Please see attached details or as agreed with the Bookings Secretary)

Lower Hall:	£
Upper Room:	£
Kitchen:	£
Scout Room	£
Total Charge (payable on booking)	£

The church reserves the right to retain a charge as notified if the event is cancelled with less than 4 weeks notice

- The Hirer has read, and agrees to comply with, the terms and conditions contained or referred to in Rodborough Tabernacle's Booking Conditions and confirms that he/she has public liability and contents insurance cover and understands he/she is financially responsible for reimbursing the Church for making good any damage caused to the Church buildings or property during or as a result of the event.
- The Hirer agrees to the details on this form being held by Rodborough Tabernacle subject to the current Data Protection Act provisions.
- The Hirer is over 21 years of age and will be present throughout the event

Signed by Please print name Date.....
(the hirer)

Signed by Please print name Date.....
(On behalf of Rodborough Tabernacle)

In the event of failure to comply with the booking conditions the Church reserves the right to cancel or curtail the event.

Please make cheques payable to Rodborough Tabernacle U.R.C. and return this form to John Rohrbeck Fourwinds Churchill Way Painswick GL6 6RQ

OR direct to the bank account of the church. Sort code 30-98-29 account 03716219.

Please retain a copy for your records.

For queries relating to the booking agreement please contact:-

Booking Secretary John Rohrbeck 01452 812934 E-mail pennypa@btopenworld.com