

STONELEIGH METHODIST CHURCH CENTRE

Booking Application for Use of Premises

All boxes should be completed or struck through, as appropriate.

1	Your Name – 'the User'			
2	The Name of the Organisation you represent (if any)			
3	Your contact address			
4	Your contact details We may send a confirmation by email	<i>Telephone</i> <i>Email</i>		
5	The date(s) and time(s) you wish to book the premises (these are fully inclusive times including preparation and clear-up)			
6	The room(s) you wish to book and use	HALL / LINK ROOM <i>(circle as applicable)</i> NB Discos & bouncy castles in the Hall only.		
7	Purpose of booking, children's party or disco, meeting etc			
8	Attendees – by age group Please estimate the number of people in each age group. You must have at least two adults.	Please complete EVERY age group box below, even if zero		
		0-10 years	11-17 years	18-25 years
				Over 25
9	Activities – Entertainer, Bouncy castle? Please give name if an external provider, & dimensions of any inflatables.			
10	Will your event include food? If so please clarify, including use of our oven.			
11	Payment enclosed/paid (cheques payable to 'SMC')	£		
12	Arrangements for keys/access All keys are supplied for the duration of the booked use only, and must not be copied or lent	Keys may be collected from the address below <u>no more</u> than 10 minutes before the booking and must be returned to the same address <u>no more</u> than 10 minutes afterwards. You must show the Reminder Form (last page of this application) when you collect the key.		
13	I have read and agree to the conditions of use and I enclose the appropriate amount now due.	I agree to your use of my information. The personal information you have given will be used by Stoneleigh Methodist Church for the purpose and duration of this booking ONLY and will not be passed to any third party. Our Privacy notice is on display at the Church Centre and at stoneleighmethodist.church/privacy . Signed (User) _____ Date _____		

Please send this form, with the necessary payment (by cheque or cash), to the Bookings Secretary at 198 Stoneleigh Park Road, Stoneleigh, Epsom, Surrey KT19 0RQ. Telephone bookings will be held for 5 days, pending receipt of this form and payment in full.

Conditions and regulations relating to the use of the Premises at Stoneleigh Methodist Church Centre

DEFINITIONS

- 'Premises' means the Stoneleigh Methodist Church, the ancillary buildings, the car park, and the enclosed area surrounding the buildings.
- 'Finance & Property Committee' means the managing committee of the Premises and includes any Officer of that Committee. The term 'we' in this document means the Finance & Property Committee.
- 'Bookings Secretary' means the person nominated by the Finance & Property Committee to manage the Premises in respect of lettings and use.
- 'User' means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.
- 'Period of use' means a period of continuous use of the Premises by the user, eg a single booking of a series of bookings.

APPLICATION TO USE

- 1 You must complete our form to make an application for use. We may ask for a nominee known to us to support your application.
- 2 You may not sub-let or assign the Premises.
- 3 You must not advertise any event at the Premises until we have accepted your booking.
- 4 We may refuse any application without needing to give a reason.

USE OF PREMISES

- 1 You can exclusively use the room(s) stated on your application form. You can also share the hallways, kitchen and toilets, and the freely accessible general equipment. If you want exclusive use of any of these areas, we may be able to arrange this subject to other users' requirements at the time.
- 2 You must make sure that no undesirable person is permitted to enter the Premises or otherwise make use of the same, and that nobody makes unreasonable use of the Premises or its facilities.
- 3 If your event involves children or young people in any way, then you must be familiar with current Government guidance on 'Safe from Harm' and conform to it.
- 4 Your use cannot extend beyond 10:00pm unless this is noted on the booking form and accepted by the Bookings Secretary.
- 5 Your use of the Premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons.
- 6 You must arrange any necessary licences relating to your intended use of the Premises and accept all relevant statutory responsibilities for the event.
- 7 You must make sure that nobody smokes in any part of the Premises including the car park, nor consumes nor brings onto the premises alcohol in any form whatsoever.
- 8 If we ask you to, you must have people to act as door or other attendants at your event.
- 9 You must not use decorations of any sort at the Premises without our agreement. Any such decorations (including fixings such as sellotape) must be completely removed from the Premises at the end of each period of use.
- 10 You must not interfere with any of our equipment in the Premises. You can bring your own equipment, such as amplifiers, lights, etc into the Premises if we have agreed to it.
- 11 We expect and require the premises to be handed back suitable for immediate reletting. All doors and windows must be secure, lights off, all left clean and tidy. If you cannot get all your rubbish into our bins (inside and outside) then you must take it with you. Any damage or malfunction noted must be reported to the Bookings Secretary immediately, whether caused during your booking or otherwise. Keys must be returned without delay. Anything left after a period of use shall become the property of the Church and the User shall have no further claim on such equipment, clothing etc or its value.

PUBLIC SAFETY AND ACCESS

- 1 We, our agents, and any of the Emergency Services can enter the Premises at any time without prior notice.
- 2 You must make sure the marked fire exits are operational and are kept clear at all times.
- 3 You must provide adequate first aid materials appropriate to your use of the Premises and notify the Booking Secretary of any significant accident or injury.
- 4 The maximum permitted number of persons allowed in the rooms is as stated in our general literature or such other number as we agree on your application.

USAGE CHARGES

- 1 Our Bookings Secretary will tell you what contribution to Church funds (the 'usage charge') is considered appropriate for your booking.
- 2 Payment is due in full when a booking is made. Until such time as payment in full is made and cleared, any provisional booking agreed may be cancelled without liability to you. We will give you access to the Premises only after we have been paid in full and, at our discretion, any cheque cleared by the bank.
- 3 We may ask for a deposit against possible damage to the Premises or loss of keys, cleaning etc, but the deposit does not limit your liability in this respect. The deposit, less any repair/replacement/cleaning costs, will be returned to you within 14 days of the booking.
- 4 We will not increase your usage charge once you have paid in full, even if we subsequently decide to increase our charges generally.
- 5 Cheques should be made payable to 'Stoneleigh Methodist Church' and sent to the Bookings Secretary. Payments must not be made out to any individual Officer nor handed to any other person unless you have been so advised by the Bookings Secretary.
- 6 If you cancel your booking, then all payments received by us will be retained unless we can re-let the Premises for the relevant date and time.
- 7 We may cancel a booking either before or during a booking because, in our opinion, the Premises have become unsafe for use, or because they are required for use for an Election or other official or Church purpose. In this case we will refund all your relevant payments, but this will be the limit of our liability to you.

REGULAR USERS

- 1 A regular user, ie a user booking a series of five or more specific occasions at regular intervals, may be entitled to the following concessions relative to the normal conditions of use, subject to the approval of the Bookings Secretary. In the event of a breach of any of these conditions then any agreed concessions may be withdrawn without notice.
- 2 No payment payable on acceptance of application. In the event of cancellation of one or more booking(s) in a booked series then a nominal fee will become payable unless the room(s) in question can be re-let for that (those) date(s). If you do not use a booked occasion without cancelling it beforehand, then full payment is due.
- 3 Payment may be made monthly, and a discount on the regular usage charge may be allowed.
- 4 Storage space for equipment may be provided (if available) subject to an additional fee to be agreed.

INDEMNITY AND INSURANCE

- 1 We will not be responsible for the loss or theft of or damage to property belonging to you or any person attending the Premises.
- 2 You must indemnify and keep us and our agents indemnified from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with your hiring of the Premises.
- 3 We will hold you responsible for the costs of any necessary repairs to the Premises/replacement of equipment arising from your use, including any consequential losses should the Premises be unusable as a result. Your liability is not limited to any deposit that we might hold.

TERMINATION OF USE

- 1 If you do not comply with one or more of these conditions or our instructions or requests, then we can exclude you or any person in the Premises from the Premises until you do comply, but this will not relieve you from any obligations under these conditions.
- 2 You must only use the Premises for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, unseemly or undesirable, of immediately terminating your booking without payment of any compensation or refund of any payments made by you to us.

STONELEIGH METHODIST CHURCH CENTRE

1 Stoneleigh Crescent, Stoneleigh, Epsom, KT19 0RT
020 8393 2155 – stoneleighmethodist.church

Thank you for booking our premises – in doing so you have agreed to our conditions of use and to help you on the day we have summarised some of the practical considerations below. **Bring this page with you when you collect the key and be sure to read it again as you CHECK the premises before you leave – thank you. ANY problems, please phone us without delay.**

You will enter the premises through the three arches (the outside gates are not locked) and the key will open the doors ahead of you. The Hall is to your left, the Link Room ahead of you. You will leave the same way, following the locking instructions on the doors.

Use of the Premises - Reminders

- Please remember your booked times include setting up and clearing up – in particular, **we expect you to be clear of the premises by your booked and paid for 'end' time.** If a 'third party' is involved (eg bouncy castle provider) **YOU** are responsible to us for 'on-time' vacation of the premises. Any items left on the premises become our property (clause 11).
- There must be **no alcohol** on the premises at any time, and **no smoking anywhere, including the car park and other open areas.** Please make sure your guests are aware of this.
- Unless you have agreed 'sole use' of the premises, there may be other persons sharing the kitchen or other common areas with you. Please do not use rooms you have not booked – make sure your guests are aware of this.
- Please try and put the furniture etc back as and where you found it (**using the pictures on the walls to guide you**) and remove **all** your decorations (**including** fixings such as sellotape.) You may borrow furniture from other rooms not in use but do please return it after use.
- Please put all rubbish in (not on or around) the kitchen bin or the euro bin in the car park with lids fully closed.
- You'll find a vacuum cleaner in the cupboard in the Link Room or in Room 1; brushes and mops in the tall kitchen broom cupboard.
- When you leave, **please make sure all internal lights are off**, windows closed, and that **all external doors are locked or bolted.**
- Think of our neighbours – please park thoughtfully and leave quietly.
- You can collect the key from the Bookings Secretary no more than 10 minutes before your start time, and you must hand it back immediately after the booked end time (the church is less than 3 minutes away.) **IF there is no-one in, post the key through our front door – do not leave it in the porch.**

Keys must be collected from, and returned to, 198 Stoneleigh Park Road, Stoneleigh, KT19 0RQ by the hirer in person.