**GUIDELINES FOR HIRING OF PREMISES**

# Bookings

* All bookings must be made with good notice through the church administrator or secretary.
* One-off private booking by member’s attenders can be agreed by the administrator/secretary.
* The deacons must agree all bookings & requests from outside organisations/individuals.

# Payments

* Regular charges for use of the hall are £50 per hour and for the sanctuary and £70 per hour.
* An additional charge of £50 will be included for use of the PA system in the sanctuary.
* Private hiring by members/attenders will be 50% of the normal rental.
* Charges include heating & use of the kitchen.
* A refundable deposit of £150 is required for all bookings.

# Responsible Person

* For regular bookings the named key holder will be responsible for opening up, being familiar with the layout/procedures and ensuring the premises are clean and tidy and secured after use.
* For one-off outside bookings a church key holder will be responsible for opening and locking up and explaining layout/procedure etc. but the hirer will be responsible for cleaning and leaving tidy.
* For members/attenders hiring for a private function a church key holder will be responsible for opening and locking up but the members/attenders will be responsible for leaving the premises clean and tidy.

# Kitchen

* The use of the kitchen is included in the hire charge but normally the hirer will provide utensils such as crockery and cutlery.
* All rubbish should be placed in black bags and taken to the outside bins opposite the back door.

# Restrictions

* The premises may not be used for commercial or political events and the use of outside entertainers on the premises needs prior approval.
* Due to the lack of caretaking resources we cannot normally take bookings for parties etc. from anyone who does not attend our church.
* The premises should normally be vacated by 10:30pm.
* The premises may be used after 10:30pm, only by members/attenders of WHBC, a church key holder will be responsible for opening and locking up, but the members/attenders will be responsible for leaving the premises clean and tidy.
* No smoking or drugs are allowed on the premises or grounds.

**FACILITIES BOOKING FORM**

**TO BE COMPLETED IN CONJUNCTION WITH THE TERMS AND CONDITIONS OF HIRE**. **Three months advance notice is required (ideally).**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time (including preparation/setup time): | |  | |
| End Time (including clearing up time): | |  | |
| Date/period required: | |  | |
| Main Hall – seating capacity 50: | |  | |
| Main Sanctuary – seating capacity 200 – 250: | |  | |
| Type of function (activity): | |  | |
| Name of Applicant (hirer): | |  | |
| Name of Organisation (if applicable): (hirer) | |  | |
| Mailing Address: | |  | |
| Contact Telephone Number: (Business Hours) | |  | |
| Email address: | |  | |
| Is the hire associated with WHBC | | Yes/No | |
| If yes, please state how? | |  | |
| Will you require the use of a PA system or PowerPoint Projector? | | Yes/No | |
| Will live or recorded music be played? Please give details | |  | |
| Approximate number of people: | |  | |
| List of activities to be conducted in the centre: | |  | |
| I acknowledge the terms and conditions of hire attached on this form, and agree to abide by them, failing to do so will forfeit my deposit and/ or refused entry at the time of hire. | | | |
| Signature of Hirer: |  | | Date: |
| Full Name in block capital letters |  | | |

# Revised by: Administrator October 2021 (incorporate new logo)