

Eltham Park Methodist Church

Development Worker,
Church Office,
Eltham Park Methodist Church,
Westmount Road,
Eltham,
London SE9 1XX

Tel: 020 8333 1407

Email: via website or
bookings@elthamparkmethodists.org

Provisional Premises Booking Form

Organisation Name	
Full Address	
Contact Telephone No	
Mobile No	
Email Address	
Contact Name	

Room/s Required*		Times Required	
Date/s Required		No of hours	
Additional Facilities?			
Purpose of Hire			
No of people attending			

Payment/s enclosed		By Cash or Cheque only
Please make cheques payable to Eltham Park Methodist Church. Cash must be paid in person at the church office.		

Please sign below to confirm that you agree to the terms and conditions of Hire as detailed in the Room Hire Terms and Conditions attached.

Signature		Date	
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Rooms available Capacity and all rates, including any additions are given on a separate flier enclosed.	*Larger Hall @ £20 per hr	Hire payment is required in full, plus a refundable damage deposit of £25 is payable at the time of booking. Please include setting up and clearing away times in the total number of hours of your booking. Confirmation of your preferred hire date will be notified to you only after this form and full payment have been received at the church office.
	*Smaller Hall @ £18 per hr	
	*Large Kitchen @ £20 - £5 per hr	
	*Church Worship Area @ £60	
	*Cafe/ front of church area @ £18 per hr	

For your general information

Please be aware that our church office is not a full time resource. All messages and emails will be responded to in turn as quickly as possible.

Hire Terms and Conditions for Use of Hall and Meeting Spaces at Eltham Park Methodist Church

LETTINGS AGREEMENT:

I/We the hirers of the premises known as Eltham Park Methodist Church as detailed, agree to indemnify the Trustees of the said Church in the event of any loss or damage to the Church Premises or contents. In the event of any claim being made by any party for bodily injury or damage to their property, which may arise out of the hire of the premises, but only if such damage or injury is caused by the hirers negligence, or the negligence of the hirers servants, agents or invitees.

Please Note: It is part of the agreement that the premises be left as found. There are **No Smoking and No Alcohol** regulations. Hirers are expected to bring their own waste disposal bags and cleaning materials. All refuse must be removed at the end of the hire period.

TERMS AND CONDITIONS

To make a booking - **Please complete and sign the booking form attached and return one copy, with your Full Payment, plus deposit** (as a separate cheque), prior to your event, (made payable to 'Eltham Park Methodist Church'), **send to: Bookings, The Church Office, Eltham Park Methodist Church** (address is on the booking form).

Provisional **bookings are not accepted and bookings are not secure until the booking form with full payment has been received at the church office, subject to your preferred date being available.** Once we have received your booking form and full payment at the office, we will then contact you (by letter or email) to confirm your booking. Please see below for cancellation information.

The large hall has a seating capacity for 100 (standing) people.

- In case of emergency during your booked time, please contact the Rota person on duty that day, the person who will have opened up for you on the day of your booking.
- In the large hall kitchen, there is an electrical kettle available for use, plus limited crockery and cutlery. If used, please ensure that all has been cleaned and replaced in the kitchen cupboard.
- The lights in the large hall are halogen and very sensitive, they take 3/4 minutes to warm up to full brightness. If switched off, they must be left for 5 minutes before being switched on again, or it can trip the fuse in the fuse box, which will then need to be reset. There is a special notice with instructions and your contact for the day will also advise you.
- Table and chairs must be returned to the hall storage space/cupboard and properly secured.
- Broom, mop, bucket and dustpan are located in the storage cupboard and must be returned there clean, after use.
- There are ample power points available around the hall for your use, please do not overload power sockets.
- All rubbish can be placed in the large blue bin located outside the hall for your convenience.
- You and your group may only use the spaces agreed, during the hire hours agreed.
- There are six parking spaces only available in the small car park closest to the crash doors outside the hall. Please ensure that your guests/members do not over park there, or double-park in the area.
- Please ensure that guests do not leave any rubbish in the car parking areas outside the hall and that the area is left clean and tidy.
- There must be no smoking anywhere in the church grounds or buildings.
- Noise levels in the hall must be at an acceptable level. Any event causing noise above a level deemed unacceptable by the management will be asked to stop. All music at your event must be switched off by 9.30 pm in consideration of local residents.
- Please ensure that you are cleared away to leave by 10 pm.
- The Hirer shall be responsible for all insurance in respect of use of the premises, as regards to personal property and persons. The church accepts no responsibility for property brought on to the Premises by the Hirer.
- Fire exist doors to and from the premises must be kept unobstructed and immediately available for exist during the whole period of time that the premises are in use; and no obstruction shall be placed or allowed to remain in corridor, pathway or driveway giving access to the building.
- No advertisement of notice shall be displayed without the consent of the Development Worker.
- Bookings of the large kitchen space must be made in advance and is subject to an additional charge. All bottles, tins and refuse must be removed from the Premises by the Hirer and not left in the church.
- Nothing shall be done, or in relation to, church premises in contravention of the law relating to betting, gaming and lotteries.
- The Hirer shall comply with all statutory requirements with regard to Health and safety in all aspects of their activities.

Hire Fees and Cancellations

The Hire fee is for a single booking and is due when the booking, your booking can be confirmed after the return of the attached booking form, duly signed by the Hirer and only if the date required is still available. Once your booking form and payment have been received your booking is secure, subject to your preferred hire date being available. If a receipt is required, then a stamped addressed envelope should be enclosed with the booking form. Cheques should be made payable to: **Eltham Park Methodist Church**.

If you have to cancel your booking, then a fee will be payable. Any cancellation made three weeks before the booking commences, will result in a charge of 50% of the total hire fee. The Hire fees will not be refunded for any hiring, where the cancellation is made two weeks or less before the booking commences. Multiple bookings may be cancelled subject to notice of one calendar month being given on either side.

In the case of these conditions being disregarded or the church premises being unavailable due to circumstances beyond their control, the church, in the person of the Minister, Development Worker or their authorised representative reserves the right to cancel any booking without notice.