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| --- | --- |
| **Name of group/organisation** |  |
| **Date required** |  |
| **Facility required** |  |
| **Time of event** |  |
| **Number of attendees** |  |
| **Heat required** |  |
| **Equipment requirements** |  |
| **Name and contact details of person responsible on day of the event(over 18 yrs of age)** |  |
| **Name and contact details of hirer (over 18 yrs of age)** |    |
| **Telephone:** |  |
| **Email address:** |  |
| **Signature**  |  |
| **Date** |  |
| **Public Liability Insurance** |  |
| **Access NI Enhancement Certificate (if required)** |  |

**Use of Church Facilities**

**Sydenham Methodist Church offers low cost facilities suitable for room hire and conferences.**

**We welcome individuals and groups who are sympathetic to the ethos of the Methodist Church in Ireland**.

**Required information**

In order for your event to run smoothly, we need as much information as possible. Prior to the event, you are welcome to call at the premises by arrangement to discuss and agree your requirements. Contact Property Steward.

While every effort will be made to honour bookings, in exceptional circumstances it may be necessary to cancel, postpone or amend bookings on the basis that use of the premises is required by Sydenham Methodist Church. Particular circumstances may dictate that only short notice can be given. A refund will be given in the event that satisfactory alternative arrangements cannot be made.

**Standard Conditions of Hire**

***(If the Hirer is in doubt as to the meaning of the following, the Bookings Officer should be consulted)* For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative**

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof and in accordance with the laws of the Methodist Church in Ireland

**1. Insurance**

Regular hirers and non church groups who use the rooms more than 3 times a year must take out their own public liability insurance: this is a condition of our insurers. Proof of public liability insurance will be required. Our Insurers may be able to provide this cover if you need it. THE HIRER shall indemnify the Church Council of Sydenham Methodist Church for the cost of repair of any damage, as a result of the hiring, done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring.

**2. Child Protection Policy**

All regular (more than 3 bookings a year) groups involving children (under 18) must submit their Child Protection Policy to the Church Office at the time of booking and must ensure that the correct ratio of adult leaders to children is adhered to at all times. The hirer must ensure that all adults involved with children’s groups must have an Access NI Enhanced Disclosure Certificate. The Bookings Officer will ask for evidence of this. No adult may be left alone with children until they have the appropriate clearance.

**3. Health and Safety**

All event facilitators must familiarise themselves with the Fire and Evacuation procedures which will be supplied on arrival. New attendees, in particular, must be informed of the procedures at the beginning of any session.

**4. Care of facility** Contact Property Steward

THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity. Please report immediately to the Church Office if the condition of any of the rooms on arrival is not acceptable. Blu-tac and sellotape must not be used on the walls. Any breakages or damage must be reported immediately to the Church Office and made good. Costs of any damage or repairs to the property will be charged to the user. If additional cleaning is required after hire, the Church reserves the right to charge extra.

Facility users MUST NOT move the furniture in the interest of health and safety.

Heating: Users may adjust radiators but MUST NOT touch thermostats on the walls.

Football is STRICTLY PROHIBITED in the Ferguson Hall.

**5. Electrical Appliance Safety**

THE HIRER shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner. Any failure of Church equipment must be reported as soon as possible. Electric kettles may only be used in the Youth Lounge and Church Kitchen

**6. Safety:** Any accidents other than minor ones must be recorded in the accident book without delay. The facilitator is required to note the positions of the fire extinguisher, blanket and First Aid kit.

**7. Noise:** THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

**STANDARD CONDITIONS OF HIRE (CONT’)**

**8. Car Park:** Anyone using the car park does so at his or her own risk. Sydenham Methodist will not accept any responsibility for any loss of, or damage to any vehicle or its contents while it is parked in the Church car parks.

**9. Smoking Policy:** No smoking on the premises

**10. Alcohol:** The building is the property of the Methodist Church in Ireland. Possession or consumption of alcohol or drugs is not permitted either in the buildings or church grounds.

**11. Gaming**: Betting, Gaming and Lotteries activities shall not take place on Church premises

**12. Licences**: THE HIRER shall be responsible for obtaining such licences as may be needed for any use or activity, to include licences from the Performing Rights Society and public authorities, and to ensure the observance of the same. The Booking Officer should be informed if a licence is required.

**13. Animals:** THE HIRER shall ensure that no animals (including birds) except assistance dogs are brought into the Halls, other than for a special event agreed to by the Council and no animals whatsoever are to enter the kitchen at any time.

**14. Fly Posting** THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify the Council accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

**15. Sale of Goods:** THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

**16. Booking:** A deposit of 10% of fee must accompany the booking form and made payable to Sydenham Methodist Church. Full payment for single bookings must be settled prior to the start of the event. Regular bookings payment should be agreed with the Bookings Officer

**17. Cancellation by Church centre**

While every effort will be made to honour bookings, in exceptional circumstances it may be necessary to cancel, postpone or amend bookings on the basis that use of the premises is required by Sydenham Methodist Church. Particular circumstances may dictate that only short notice can be given. A refund will be given in the event that satisfactory alternative arrangements cannot be made.

 **18. Cancellation by Hirer.** At least one week’s notice is required in the event of cancellation, postponement or amendment to the booking. If less than one week’s notice then a full charge of the booking fee will be incurred. Sydenham Methodist may cancel the booking if the client has failed to adhere to the booking conditions or is in arrears of payment.

**19. Confirmation of booking.** Each application form is processed by Sydenham Methodist Council Booking Group for approval and appropriate costs. All bookings are provisional until approved by the Group

Contact: info@sydenhammethodist.org

Sydenham Methodist Church Centre

Website: www.sydenhammethodist.org