

THE METHODIST CHURCH

Main Street, Woodhouse Eaves

ROOM BOOKINGS APPLICATION

Please complete the form in duplicate and return both copies, with a stamped, self addressed envelope to the:-

Bookings Steward
Mr. K. Lester.
79, Knightthorpe Road.
Loughborough. Leics.
LE11 5JR
Tel: 01509-263667

One copy will be returned to confirm the booking.

Organisation:

Date(s) Required:

Time: From To

Room(s) Required: Vestry/Meeting Room
(Tick Boxes) Upstairs Hall & Kitchen

I hereby apply for the use of the above room(s) for the purpose of

.....

and agree to abide by the conditions listed overleaf

Signed:

Name (Block Letters):.....

Address:

.....

.....

Telephone:

Note: Payment for bookings is by way of a donation based on running costs. A sum of £8 per hour is suggested as suitable for the Upper Hall & Kitchen and £4 per hour for the Vestry/Meetings Room (with basic kitchenette facilities) The church sanctuary area is available by arrangement It is not normally available for purely secular activities.

Keys: Arrangements will be notified when the Booking is confirmed.
Please make cheques payable to:- Woodhouse Eaves Methodist Church

Booking Confirmed by: Date:

Keys:.....
.....

Conditions of Booking

The person making the booking is responsible for ensuring that the following Conditions are upheld:

- ALL FIRE EXITS must be kept clear at all times.
- CHILDREN must be fully supervised and protected from abuse of any kind
- No alcoholic drinks are allowed on the premises
- No smoking or gambling is permitted on the premises.
- No sub-letting is allowed.
- The number of people on the premises should not exceed 100.
- The rooms may only be used for the purpose stated on the Booking Application
- Floor areas and equipment must be suitably protected if any craft work is undertaken
- Spills on carpets are to be blotted up, and rinsed if necessary with clean water immediately
- No part of the building or its contents are to be defaced by the use of hard fixings or adhesives
- All music and loud noise must finish by 10.15pm (because of the close proximity of private dwellings)
- All breakages to be reported and paid for
- No changes are to be made to central heating controls.
- No additional heating apparatus may be brought onto the premises without the specific consent of the Property Steward.
- The premises shall be vacated promptly at the appointed time.
- Rooms and equipment to be left clean and tidy after use
- All rubbish to be properly disposed preferably by being taken away
- Check that all lights and appliances (except central heating) are turned off before leaving
- Lock the building securely when you leave unless the Booking Steward has made alternative arrangements
- Keys issued for the booking are to be promptly returned

The person making the booking:

- i. shall indemnify the Church Council and its Officers against any claim for loss, damage, or injury from any cause to any member of the public or other third party arising as a result of the booking;
- ii. is responsible for obtaining any licence which may be required from the Performing Right Society (i.e. to use music at a public function)
- iii. shall familiarise themselves with what action to be taken in the event of a fire. (Sound alarm, evacuate promptly and safely; call the fire brigade - a public call box is about 50 yards to the left of the church; attack the fire ONLY if it is safe to do so Do NOT use water or Red extinguishers on electrical fires).

The Church Council and its officers, accept no liability or responsibility for any loss, damage or injury arising from the room booking including interruption or cancellation due to unforeseen circumstances.