

Woodbridge Methodist Church



St Johns Street
Woodbridge
Suffolk
IP12 1ED
Tel 01394 388617

Information and Agreement for Groups and Organisations which use the Premises

Welcome to Woodbridge Methodist Church. We hope that your time spent on the premises is successful. Please ensure you read and agree to the following before making a booking .

The Manse
13 Grundisburgh Road
Woodbridge
Suffolk
IP12 4HJ
Tel: 01394 383674

- 1 The Church Council of Woodbridge Methodist Church (WMC) is responsible for the provision and maintenance of the church buildings.
2. Organisations which hire rooms at the church on a regular basis (more that 3 times per year) must have their activities covered by their own Public Liability Insurance with a minimum Limit of Indemnity of £1,000,000 (one million pounds). Evidence for this cover must be provided.
3. The Church Council has a Safeguarding Children and Vulnerable Adults Policy to seek to safeguard people of all ages, in particular to prevent any physical, sexual or emotional abuse of children, young people or vulnerable adults. Please take a look at this policy, and sign below to indicate that you are familiar with its contents.
4. Smoking is not permitted anywhere within the premises.
- 5 Alcohol, in any form, is not permitted on the premises.
6. Gambling is banned on the premises, except for small lotteries, raffles or games of chance held at bazaars, sales of work, fetes and similar events.
7. A Public Entertainment Licence is not usually required for the Church premises, but it is the hirer's responsibility to ensure that all necessary licences and consents are obtained if such licences are required for their activity.
8. The hirer shall at all times comply with all conditions and reminders shown in this document

AGREEMENT: (hirers may confirm their agreement electronically provided the following information is provided)

I agree to abide by the conditions above(Signature)..... (Date)

.....(Print Name)

Address & Telephone No

Nature of use of premises.....

(If this involves children, young people or vulnerable adults, please give age range and number of adult helpers)

Email Address for invoices

(Invoices for regular users will normally be sent by e-mail to the hirer's nominated email address in accordance with their selected options: Number of calendar weeks on each invoice Invoice sent at start /or end of period.....)

Name of church representative agreeing to this use of premises.....Date.....

(For electronic applications the Church Property Coordinator will confirm the church's agreement by return e-mail)

All bookings and cancellations should be requested by e-mail to WMCroombooking@gmail.com indicating hirer or organisation name, dates, times and rooms required. Confirmation by e-mail will be provided to the requester.

Cancelled bookings with less than 48 hours of advance notice may incur the normal charge.

WMC retains the right to update these general terms & conditions to improve clarity, at any time. Hirers are invited to view and check the most recent version via the church website (<http://www.wmclight.org.uk/>)

Conditions and Reminders when hiring

- a. A door key is available for all group leaders provided they pay the required deposit in advance. The deposit will be returned to the group leader when the key is returned.
- b. We do not charge hirers for heating. It is available throughout the building. Switching it on is achieved via a push button control beside each heater and users may request up to 2 hours heating at a time. For the upstairs rooms and the Wesley Room the push button control is located in the lower corridor. Users should ensure they are familiar with the controls that they need.
- c. At the end of your session please ensure heaters & lights are TURNED OFF & windows closed. Note: The Octagon main light switches are on a panel in the Foyer. Internal lights via a pull cord beside the doors
- d. Please leave the rooms used and the tables, chairs etc in a clean and tidy condition. Users may use the vacuum cleaners that are available in the ground floor cupboard or on 1st floor. If using cleaning equipment please return it in a tidy state to the correct storage point. If either kitchen has been used please ensure that the sinks and all working surfaces are wiped clean and all appliances are turned off.
- e. The main door to the building has two locks. When the building is in normal use please ensure both locks are left open. All key holders are required to use the small notice board near the main door showing who is last in the building and therefore who is responsible for locking the door when the leave.
- f. If you are the last to vacate the building (see notice board item e above) please make sure there is nobody left in the toilets or the lift, ensure that all lights in the whole building are off, taps in all toilets and kitchens are fully off, and the main door is securely locked.
- g. Hirers may enter the building and set up their room no earlier than 15 minutes before their booked time and must complete all activities and leave the building no later than 15 minutes after their booked time. The church does not charge for the setup and clear down time.
- h. The Church car park is available to church members and those hiring rooms on a first come first served basis. Please park sensibly with due regard to other users of the premises. Parking is offered only for the period of your hire time. (ie don't go off shopping and deny other legitimate users). All responsibility for any loss or damage when parked on the premises rests fully and solely with car owner & none with the church.
- i. Any accidents occurring on the premises are to be reported in the accident reporting book located in the hallway area.
- j. Incidents requiring immediate attention please use the Emergency contact list shown in the hallway area. All other incidents should be reported by e-mail to WMCroombooking@gmail.com.
- k. From time to time the church and /or Octagon will be required for weddings, funerals and similar important church events. These will take priority over normal hiring. However we shall endeavour to give as much notice as possible to those hiring the premises
- l. Our charges are reviewed each year (usually in September) and if appropriate an increase may be applied for the following year. A notice period of at least one month will be provided to all hirers.
- m. Users may not leave any items relating to their activity in the hired rooms. A limited number of storage boxes have been organised for those groups using the premises on a regular basis. The church does not accept any responsibility for loss or damage to user items left in storage.
- n. Notices advertising the hirer's activity may not be displayed on or around the premises prior to the event. Stand alone notices may only be used during the time when the hirer is using the premises and only after full permission has been requested and obtained. Requests via e-mail to WMCroombooking@gmail.com.