

Thatcham Methodist Church – Booking Agreement

Room Hire

Hirer Name :

Tel No:

Email:

Church Representative:.....

Tel No:

Email:

Required Rooms:

Rear Hall	
Rear Kitchen	
Garden	
Front Hall	
Front Kitchen	
Small Meeting Room	
Main Church	

Hire Period:

Date:.....

Time:.....

Thatcham Methodist Church Council agree to the use of the above rooms at the specified date and time by the Hirer.

The Hire Fee is: £

The Hirer agrees to the attached Conditions of Hire

Signed:

Hirer:

Date:

Church Rep:

Date:

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Conditions of Hire

1. The Hirer agrees to pay Thatcham Methodist Church the full amount prior to the event.
2. The Hirer agrees not to use any other areas of the Premises than the agreed rooms
3. It is the Hirer's responsibility to supervise the event and ensure the safety of all concerned. The Hirer agrees to be present during the Hire Period to supervise the Event and to ensure full compliance with the terms of this agreement.
4. The Hirer agrees not to allow betting or gambling in any form nor use the Premises for the supply, sale, or consumption of alcoholic beverages or for any illegal activity.
5. The Hirer agrees not to allow any animals (including birds) onto the Premises (except guide dogs, hearing dogs or recognised assistance dogs) without the written approval of Thatcham Methodist Church.
6. The Hirer agrees to prevent any nuisance or disturbance to any other users of the Premises or to neighbours.
7. Fire Safety:
 - a. The Hirer acknowledges that they are aware of the fire evacuation procedures to be taken in the event of a fire, including the need to call the Fire Services. The Fire evacuation plans can be found on the noticeboards in the front and rear foyers and on the church website.
 - b. The Hirer agrees to notify the church representative of any outbreak of fire, however minor, as soon as possible.
 - c. The Hirer agrees to keep all means of exit from the Premises free from obstruction and immediately available for exit in the case of emergency.
8. The Hirer agrees to observe all relevant food health and hygiene legislation and regulations in relation to the preparation and serving of any food.
9. The Hirer agrees to report, to the church representative, all accidents involving injury as soon as possible and to make an entry in the accident book.
10. The Hirer agrees not to do anything that will or might invalidate in whole or in part any insurance policies.
11. The Hirer agrees to notify the church representative of any damages incurred and to cover the cost of any repairs.
12. The Hirer confirms that they are aware of the Thatcham Methodist Church Safeguarding Policy, understand it and undertake to follow it. (A copy of the Safeguarding Policy can be found on the church website and on the noticeboards in the front and rear hall).
13. At the end of the Hire Period the Hirer will ensure that:
 - a. the Premises are left in a clean and tidy condition and free from rubbish
 - b. the Premises and all windows are properly locked and secured
 - c. the key is returned to the church representative
 - d. any items moved from their usual position during the Period of Hire shall be repositioned in their original places
 - e. the lights at the Premises are turned off
 - f. all equipment, goods and/or other property belonging to the Hirer is removed from the Premises

Thatcham Methodist Church Website: <https://tmchurch.weebly.com/>