

Hire of the rooms at Wattisfield URC

Wattisfield URC, Chapel Road, Wattisfield, IP22 1PJ
Tel: 07808 487844 Website: wattisfieldurc.co.uk

Please complete this form to:

- Secure your booking of the rooms at Wattisfield URC
- Agree the rate to be paid
- Confirm that you have read the booking conditions
- Provide a signed record for the Hirer and the Church

Please send this form to: **Mrs J. Patel, 'The Willow' Ixworth Road, Honington, Bury St Edmunds IP31 1QY (07808 487844) or email: jojopatel@btinternet.com**

We will return a signed copy to you for your records.

<i>Name of group/individual hiring:</i>
<i>Reason for hire:</i>
<i>Name & position of person to contact:</i>
<i>Address & postcode:</i>
<i>Tel numbers & email:</i>

Date required	Room/s to be used	Start time	Duration of hire	Rate and cost
1.				
2.				
3.				
4.				
5.				
6.				
				Total due and date

Payment is required 7 days before the hire date.

For ongoing bookings please put the dates in writing/email, in 12-week blocks and we will invoice you. This will then continue our contract. Please use the address as above or email: jojopatel@btinternet.com

We will also inform you in writing, as soon as we know, of any dates that the building is not available.

I representing the group..... have read and accept the booking conditions below and understand that Wattisfield United Reformed Church cannot be held responsible for any loss, damage or injury sustained at the premises, associated with the event/hire or control of the people attending.

I agree to indemnify Wattisfield URC in respect of any damage to either person or property.

Signed (Hirer)..... Name..... Date.....

Signed (Church)..... Name..... Date.....

Booking Conditions:

1. Access to the building will be decided on an individual basis with the contact person at the time of the first booking. This will either be in person by a church member or provision of a set of keys.
2. Each Hirer is responsible for arranging the rooms as they need. Small or large fold-away tables and extra chairs are available, if requested. Outside tables and chairs are also available.
3. For safety reasons, the maximum number of people at any event held on the premises must be no more than 60.
4. The Hirer must have public liability insurance and any other appropriate cover for the activities undertaken, to a suitable value (minimum of £2 million). The Church cannot be held responsible for any accident and/or injury which occurred or was sustained during the activity session being undertaken by the hiring organisation. Any accident or injury must be recorded in the accident book, which can be found alongside the First Aid Kit in the kitchen.
5. The premise is fire safety checked (Feb'22) and the fire safety equipment is checked annually. The fire exits are the main double doors leading to the garden, and the side door to the car park. **Please keep both doors unlocked while you are in the building**, to allow a clear exit route from either side. There is a fire risk assessment and evacuation policy held in the Church and copies of these will be sent on confirmation of the booking. It is the Hirer's responsibility to read these and become familiar with the risks identified and the building layout. In case of evacuation the suggested meeting point is the far corner of the car park.
Smoking anywhere on the Church premises inside and out is strictly prohibited.
6. Any groups hiring the premises, where vulnerable adults or children are attending, must have a safeguarding policy in place for their organisation. The URC's policy is available to read in a folder held in the Church and this includes local emergency numbers if needed.
7. The premises are to be left clean and tidy at the end of each booked session. Hirers must remove all rubbish associated with their booking. General waste goes in the black bin at the back of the

building or must be taken away if the bin is full. The bins in the driveway belong to the Harmer Place residents.

8. Please ensure that all the internal lights including toilet lights, are switched off and the two main doors are locked upon leaving the premises.
9. The provision for sale of alcoholic beverages during a hired session may only take place with the express permission of the Church Members with notice, 4-6 weeks before the event.
10. The Church shares the car park with Harmer Place Residents, so parking must be looked at carefully by the Hirer, if many attendees are expected. The Residents need to be informed, by the Church, of large gatherings the week before the event. This is to maintain a good relationship with our neighbours.
11. For regular users: If the building is required by the Church for their own use such as a funeral, wedding etc, then bookings will need to be rearranged. Notice will be provided in writing (email) of such dates and as much notice as possible will be given.
12. There is currently no WIFI at the premises.
13. The PA system and hearing loop are available for use by hirers, only with prior arrangement and training, given to one designated person.
14. The postal address in case of emergencies is:

WATTISFIELD URC, BEHIND HARMER PLACE

CHAPEL ROAD,

WATTISFIELD, SUFFOLK

IP22 1PJ

(this can be found on the notice board in the church)