

**THE METHODIST CHURCH, LOVE LANE, PINNER  
PREMISES BOOKING FORM**

*Please keep one copy of this booking form and return one copy to: Bookings Secretary, Pinner Methodist Church, Love Lane, Pinner, Middlesex, HA5 3EE.*

Hirer: .....

Contact (if organisation): ..... Telephone No.....

Address: .....

.....

..... Postcode .....

Type of event: ..... CHILDREN'S PARTY

Date(s) .....

Start time ..... Finish time .....

**CONFIRMATION OF FACILITIES BOOKED**

*charge per hour*

Main Hall/Church	[ ]	£
Arnold Room	[ ]	£
Choir Vestry	[ ]	£
Large Meeting Room	[ ]	£
Upstairs Meeting Room	[ ]	£
Kitchen	[ ]	£

Booking confirmed on behalf of Pinner Methodist Church:

Signed: ..... Date ..... Payment due: £  
(cheques payable to: Pinner Methodist Church)

## Conditions of Hire:

### General

1. All applications for the hire of the said premises must be in writing on a form obtainable from the Bookings Secretary. The person by whom this application form is signed shall be considered the hirer.
2. We are a Christian church and as such expect those that hire the premises to respect the Christian ethos of the church.
3. Bookings may commence at any time but must be for a minimum of one hour. The hall or room will only be available for the time booked; you should therefore allow time to prepare and clear up as necessary. Only those facilities booked in advance will be available. No access to any other part of the premises other than the facilities booked will be permitted, save for the means of entry and departure. Right of entry to the hall or room is reserved to the Minister and authorised Church representatives.
4. The only permitted use is for the type of event specified. If it is found that the hiring is or is likely to be of an objectionable or undesirable nature or not in accordance with the type of event specified or that the Hirer is otherwise in breach of any condition of this Agreement, this Agreement may be cancelled immediately by Pinner Methodist Church without payment of compensation to the Hirer.
5. **ALCOHOLIC BEVERAGES must NOT be sold, consumed or brought on to the premises.**
6. **GAMBLING (Methodist Conference 1992, Standing Order 924) is not allowed other than:**
  - (i) raffles for which the tickets are only sold, and the results announced, at the event,
  - (ii) tombolas and amusements with prizes; providing the sum spent on prizes does not exceed £50 and no cash prizes are given. Alcoholic beverages must not be included as prizes in (i) or (ii) above.
6. **SMOKING is not allowed on any part of the premises at any time.**
7. **At the end of the hiring the Hirer shall see that the room(s) occupied and the toilets are LEFT CLEAN AND TIDY.** Large amounts of rubbish must be removed from the building and disposed of by the hirer. Small amounts of rubbish may be placed in the appropriate wheelie bins outside (behind the Arnold Room) if placed in large plastic refuse bags and securely tied.
8. **Damage and/or breakages will be charged at replacement cost, including labour where appropriate. No unauthorised heaters may be used on the premises.**
9. **All crockery and utensils etc., must be thoroughly washed up, dried and put away and the kitchen left clean and tidy. Do NOT cut directly onto the work surfaces - cutting boards MUST be used at all times. If the stove is used for cooking, please clean after use.**
10. **All furniture and equipment must be returned to its original position at the end of the event and furniture and equipment must not be moved into the hired hall/room from other parts of the premises.**
11. **The hirer shall be responsible for seeing that good order is kept on the premises during the hiring and that on leaving all windows are checked and shut and external doors are checked and**

securely locked. Any music played by tape/CD recorders or amplified systems must be kept at an acceptable level, and not intrude on any other function held on the premises.

12. Pinner Methodist Church shall not be responsible for any loss of, or damage to, any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to, any person or persons resorting to the premises during the hiring arising from any cause whatsoever, or for any loss due to any breakdown of machinery failure or supply of electricity, leakage of water, fire, government restriction or act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Pinner Methodist Church, against any claim which may arise out of the hiring or which may be made by the person resorting to the premises during the hiring in respect of any such loss, damage or injury and also from payment of any loss or damage sustained by the Pinner Methodist Church by reason of damage caused to the premises or to any of the equipment or fittings or fixtures contained therein as a result of the hiring. Hirers must have adequate insurance (see below).

#### **INSURANCE**

13. The Methodist Church requires that all who use the premises are covered by a suitable insurance policy which provides Public Liability cover for not less than £1,000,000. Bookings cannot be accepted until details of the policy which gives this cover are supplied except in the case of those for private family events which will normally be covered under the Public Liability section of the hirer's house insurance.

National Organisations often provide such cover for affiliated local groups and such hirers should contact headquarters to obtain the relevant details.

#### **14. CHILDREN AND YOUNG PEOPLE**

If the premises are hired for work with children or young people the additional declaration enclosed must be completed.

15. All users of the premises should be aware when children are present on the premises, that Pinner Methodist Church is committed to the Home Office Guidelines as presented in "Safe from Harm".

**PLEASE RETURN ONE COPY OF THIS BOOKING FORM WHEN COMPLETED TO:**

Bookings Secretary, Pinner Methodist Church, Love Lane, Pinner, Middlesex, HA5 3EE.

I/We hereby confirm that I/We have read the "Conditions of Hire" and agree to abide by them.

Signed: .....Hirer

Date.....

Bookings Secretary, Pinner Methodist Church, Love Lane, Pinner, Middlesex, HA5 3EE.  
Tel: 020 8866 1743.

**PLEASE NOTE:** Security of the premises is a priority - doors must be seen to be closed at all times - if it becomes necessary, an organisation must appoint a door keeper until all members have arrived and for 5 minutes into the activity. After that the doors must be closed.

Change of leadership of the group must be notified to the Bookings Secretary as above.