

Prestbury United Reformed Church
Deep Street, Prestbury, Cheltenham GL52 3AN

BOOKING FORM

Name.....

Purpose of Hire.....

Address.....

.....

Post Code.....

Telephone No.

Date of Booking:.....

Time of Booking.....

Cost:.....

Extras (eg Toys)

.....

Please detach this part of the form and return it to the Church Secretary together with the booking fee.

Please make cheques payable to “ **Prestbury URC**”

I / We have read and understand the terms and conditions of hire and agree to abide by them.

Signed.....

Date.....

Prestbury United Reformed Church
Deep Street, Prestbury, Cheltenham GL52 3AN

RECIPT FORM

I have received the sum of
Being a booking of Prestbury URC

Date of Booking:.....

Time of Booking.....

Signed:.....

Instructions for Key Collection/Return or Locking Up:

Extras (eg Toys) to be provided:

CONDITIONS OF HIRING

The Secretary and Elders reserve the right to refuse any application for a hiring and are not obliged to disclose the reason for so doing.

1. Applicants must be over 21 years of age and they may not sponsor any event for anyone under 21.
2. All functions must finish by 11.00 p.m
3. All bookings are held as firm once the signed hire form and fee has been received.
4. The full hire fee must be paid in advance of the function.
5. Unless special arrangements are made, keys are obtainable from the Hiring Contact not more than one hour before the hiring and returnable to the Hiring Contact immediately after it.
6. During the hiring:
 - a) The hirer accepts responsibility for the Church and any claims arising from the activities in or use of the Church (except in so far as such claims properly arise from the responsibilities of the Church). The hirer will take reasonable steps to safeguard those parts of the premises not in use but accessible as a result of the hiring. Hirers may wish to consider their insurance cover.
 - b) The hirer must make himself/herself aware of the Fire Actions applicable to the premises. Flammable matter in amounts creating a risk is not to be brought onto the premises. Emergency exits must be kept clear.
 - c) The heating and electrical installations must not be interfered with or added to in any way. Any equipment brought in by the hirer must be sound and safe.
7. No alcoholic drinks or glasses may be brought into the premises for the function without prior agreement.
8. The hirer must remove all effects, decorations and rubbish, leaving the premises safe and clean, as he or she would expect to find them. Cleaning tools and materials are in the 1st cupboard in the Hall and the dustbin is in the outside passage. Furniture must be put back in its place as found, electric fires, heaters, lights and water taps turned off and doors and windows secured.
9. Hirers are expected to clean up after use of the premises as set out above. If the hired areas are left in an unacceptable condition, a surcharge for cleaning may be imposed.
10. Notices and decorations may be attached to any gloss surface with blu-tack. Staples, drawing pins, adhesive tape, or anything that may damage surfaces may not be used.
11. The Elders reserve the right of entry at any time
12. The hirer and caterer must comply with the Food Safety Act 1990 and related regulations as may be amended. (The Industry Guide to Good Hygiene Practice, published by HMSO, sets it all out). It is also the hirer's responsibility to ensure compliance with other relevant Regulations, eg access for disabled people, protection of children and young people etc.
13. The provision of a "Performing Rights Society Licence" (or other intellectual property rights permission if required) is the responsibility of the hirer.
14. Smoking is not allowed in any part of the Church or outside area.
15. Instructions for heaters, locking up etc are provided in the Church



PRESTBURY UNITED REFORMED CHURCH

Deep Street, Prestbury, Cheltenham GL52 3AN

HIRING CONDITIONS

CHARGES

BOOKING FORM

CHARGES

£10 per hour or £25 per session (+ £5 surcharge from October-April)

Sessions are 8am-1pm, 1 pm–6 pm, 6pm–11 pm

Discounts are available to Church Members, regular daily or weekly Bookings.

For further information please contact the Church Secretary :-

Fiona Hall
6 Willowherb Close
Prestbury
Cheltenham
GL52 5LP
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E Mail: prestbury@urcic.org.uk