**St Andrew’s United Reformed Church**

**Montpellier Street, Cheltenham, GL50 1SP**

I/We wish to hire the following accommodation at St Andrew’s United Reformed Church on:

Date: …………………………………………………………………….

Please tick the required accommodation and fill in the total Hire charge:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | AM | PM | Evening | Total HireCharge (£) |
| The Church |  |  |  |  |
| Montpellier Hall |  |  |  |  |
| Garden Room (east) |  |  |  |  |
| Garden Room (west) |  |  |  |  |
| Garden Room (all) |  |  |  |  |
| Mews Room |  |  |  |  |
| Complete Facility |  |  |  |  |
| Kitchen |  |  |  |  |
| Refundable deposit |  |  |  |  |
| If you wish to hire the Piano/Organ/AV please indicate |  |
| **Total Hire Charge** |  |  |

Name: …………………………………………………………………..

Organisation: …………………………………………………………….

Address: …………………………………………………………………..

………………………………………………………………………………

Post Code ……………………………. Tel No. ……………………………

Email address ……………………………

**Please detach this form from the ‘Conditions of Hiring letter’ and return it to the Hall Bookings Contact, together with a deposit cheque of 25% of the total hire charge plus any refundable deposit. Please make cheque payable to “St Andrew’s United Reformed Church”. Payments by BACS also accepted.**

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

Signed ……………………………………. Date ……………………………..

On behalf ……………………………… Position………………………….

 St. Andrew’s United Reformed Church

 **Montpellier Street, Cheltenham, GL50 1SP**

 **The local venue for:**

* **Concerts**
* **Meetings**
* **Receptions**
* **Birthday Parties**
* **Exhibitions**
* **Dances**

**Hiring Conditions**

**Hall Charges**

**Booking Form**

**Church & Halls Bookings Contact**

**Mrs Edith Black**

**St Andrew’s URC**

**Montpellier Street**

**Cheltenham**

**GL50 1SP**

**Telephone: 01242 583001**

**E mail: standrews.bookings@urcic.org.uk**

**Website:** [**www.urcic.org.uk**](http://www.urcic.org.uk)

**St. Andrew’s United Reformed Church**

**CONDITIONS OF HIRING**

*The 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 11.30pm.

3. A booking is held as firm once the signed hire form and deposit have been received.

A deposit must be received within 7 days of provisional booking being agreed, including a refundable deposit if requested, in response to enquiry.

4. A returnable security deposit may be required at the discretion of the Church.

5. The full hire fee must be paid not less than seven days before the function.

6. In the event of a cancellation by the hirer the deposit is not returnable unless four weeks notice is given and a re-let is obtained.

7. The hire charges are shown on the following page.

8. Unless special arrangements are made, keys are obtained from the Booking Contact not more than one hour before the hiring and returnable to the Booking Contact immediately after it.

9. During the hiring:

 a) The hirer accepts responsibility for the areas hired and any claims arising from the Activities in or use of those areas of the premises (except in so far as such claims properly arising 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 should have liability insurance cover and may need to evidence such cover in advance.

 b) The hirer must make himself/herself aware of the Fire Actions applicable to the premises (see notices in the halls). Flammable matter in amounts creating a risk is not to be brought onto the premises. Emergency exists 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.

10. No drinks (whether alcoholic or not) or glasses may be brought onto the premises for the function without prior agreement. A self service drinks machine is available in the Gallery.

11. The hirer must remove all scenery, effects, decorations and rubbish, leaving the premises safe and clean, as he or she would expect to find them. Brushes and mops etc are in the kitchen and a large bin is at the rear of the hall. A vacuum cleaner is available from the second cupboard in the Mews Room. Furniture must be put back in its place as found, lights and water taps turned off and door and windows secured.

12. The provision of crockery, cutlery and glasses is the responsibility of the hirer.

13. Hirers are expected to clean up after use of the premises as set out in 11 above. If the hired areas are left in an unacceptable condition or rubbish is not removed, a surcharge of cleaning will be imposed and deducted from any deposits or charged as extras.

14. Notices and decorations may be attached with blu-tack to any gloss surface except windows and glass. Staples, drawing pins, adhesive tape, or anything that may damage surfaces are not allowed.

15. The Elders reserve the right of entry at any time.

16. The hirer and any 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, etc access for disabled people, protection of children and young people etc.

17. The provision of a “Performing Rights Society Licence” (or other intellectual property rights permission if required) is the responsibility of the hirer.

18. Stewarding and security of the event is the responsibility of the hirer and church assistance incurs an extra charge.

19. Smoking is not allowed in any part of the building or its environs.

**St Andrew’s United Reformed Church, Cheltenham**

**Hire Charges**

Session Times (minimum example periods available to one-off hirers):

Morning – 9 am to 1pm

Afternoon – 2 pm to 6 pm

Evening – 7pm to 11pm (premises MUST be vacated by 11.30pm)

Hire Rates per Session:

The Church (subject to availability and appropriateness of use) £100

Montpellier Hall £80

Garden Room (full room rate) £65

Garden Room (part room) £40

Mews Room £40

Additional facilities in conjunction with room hire

Use of kitchen (for tea, coffee, refreshments only) £25

Use of kitchen (for meals) – subject to additional deposit £50

Hire of Grand Piano or Organ (per session) £30

Hire of Audio Visual equipment (per session) £30

Refundable deposit (in case of time overruns, damage & extra cleaning) £50

Notes:

* A 10% discount is available to Church Members, registered charities or community organisations and for regular daily/weekly hiring’s.
* An extra discount will be offered if more than one room is hired for the same session.
* Deposits required to confirm bookings, plus a refundable deposit if requested of hirer.
* Payment for regular bookings must be made by standing order/BACS.
* It is the responsibility of the hirer to arrange for the piano to be tuned. We recommend Peter Newham – tel: 01242 570388.
* Security requirements recommended include locking the main door once all participants have arrived to avoid unwelcome “guests” entering the premises and disrupting your activities.

See also terms and conditions for deposit and other details.

For further information and terms and any special terms and conditions please contact:

Mrs Edith Black

Tel: 01242 583001

Email; standrews.bookings@urcic.org.uk

**St Andrew’s United Reformed Church, Cheltenham**

**Size of rooms**

 **Church sanctuary**

North (rear) door (inner) to first step on stage 14.43m

 Stage (including steps) 5.05m

 Width 12.00m

 Seating Capacity – over 200 with balcony

 Pew Seats moveable

 AV equipment & screen

 **Montpellier Hall**

From street window to kitchen hatch 15.00m

 Width 7.23m

 Seating Capacity – meeting 110

 Seating Capacity – dining 80

 Stacking tables & chairs in store off Hall

 AV equipment & screen, blackout possible

 **Garden Room**

Full length 10.08m

 Width 5.80m

 Seating Capacity – up to 50

 Seating Capacity – dining 40

 Tables & chairs kept in room

 AV screen, blackout possible

 **Mews Room**

Length 4.00m

 Width 5.08m

 Seating Capacity – maximum 20, best 12

 Tables & chairs kept in room

**Information as at March 2016**