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Event Ref:

E\_\_\_\_

***EVENT BOOKING FORM***

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone No. |  |
| Event |  |

|  |  |  |
| --- | --- | --- |
| **DATE REQUIRED** | **TIME FROM** | **TIME TO** |
|  |  |  |
|  |  |  |
|  |  |  |

***EASTCOTE* *NORTHWOOD HILLS***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| John Greer Hall | £40.00 p/h |  |  | Kingsland Hall | £25.00 p/h |  |
| Back Hall | £20.00 p/h |  |  | Mansfield Room | £20.00 p/h |  |
| Upper Room | £25.00 p/h |  |  | Kitchen | £10.00 |  |
| Kitchen | £10.00 |  |  | Church | £25.00 p/h |  |
| Heather room | Church Only |  |  |  |  |  |
| Room 5 | £15.00 p/h |  |  |  |  |  |
| Church | £25.00 p/h |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Cost |  |  | Cost |  |
| Deposit Cash/Bacs | £150 |  | Deposit Cash/Bacs | £150 |

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| --- |
| **Please make cheques payable to: URC of Eastcote and Northwood Hills**  **Direct bank payments to: HSBC**  **Sort Code: 40-20-07**  **Account Number: 11118552**  *Refundable deposit required at time of booking* |

|  |
| --- |
| I confirm the above booking and agree to the Terms and Conditions |
|  |
| Signed: |
|  |
| Dated: |

**The Church shall not be responsible for:**

1. any loss of or damage to the User’s property or any personal or other property arising during or in connection with the User’s function, including any property which by special arrangement is stored at the Premises by a regular User;
2. any loss, damage or injury which may be incurred by or be done or happen to any person(s) attending the Premises in connection with the User’s function arising from any cause whatsoever;
3. any loss, damage or injury sustained by the User or any other person due to any breakdown of equipment, machinery or plant, failure of electricity gas or water supply, leakage of water, fire, Government restriction or Act of God which may cause the Premises to be temporarily closed for the User’s function

**User’s responsibilities**

**1.** The Hirer and persons attending the Hirer’s event may use such corridors as are necessary for access to the Room(s) together with toilets, all of which may from time to time also be in use by other people on the Premises.

**2.** The kitchen should only be used if booked alongside your event.

**3.**The Heather Room at Eastcote is not available for public hire. This is a Church Members only area

**4.** The Hirer must ensure that clear access is maintained at all times to, from and within any storage area and that no equipment is stored on top of any cupboard or in any way which may obstruct entrances and exits or be a hazard to users of the Premises. The storage space may be shared with the Church or other Hirers, and the Church accepts no liability for any loss of or damage to any property of the Hirer stored by the Hirer on the Premises. Excess equipment must be removed from the premises, and removal of some or all of the equipment may be required by the Church if the storage space is needed for Church use. All articles belonging to the Hirer must be removed from the Premises immediately the Hirer ceases to use the Premises.If storage space is needed for Church use, some or all of the equipment may be removed.

**5.** The Hirer and persons attending the Hirer’s event may use the Church car park during the period of hire in common with any other person(s) authorised to be on the Premises but the Church gives no assurance that any or sufficient parking space will be available. The Church reserves the right to close the car park, giving not less than 48 hours’ notice, when needed for its own purposes or in emergency.

**6.** The Hirer is responsible for leaving the parts of the Premises hired, including the corridors, kitchen and toilets, in a clean and tidy state after each period of use. The Hirer must supply their own cleaning materials for this purpose. Brooms & mops are available in the kitchens at both sites.

**7.** All waste from the Hirer’s event must be removed from the Premises by the Hirer and not put in the Church’s waste bins.

**8.** Tables and chairs must be stacked safely in their designated storage areas. Under no circumstances should any furniture or other items be left in corridors or exit ways.

**9.** The Hirer must ensure that on leaving the premises all heaters, lights and taps are turned off. Windows closed and the outer doors closed, and if a key holder to ensure the building is securely locked.

**10**. The Hirer may be provided with such key or keys as are necessary for access to the premises and the Room(s). These are to be held by the Hirer (by a nominated person or deputy if the Hirer is an organisation). Any loss must be reported immediately to the Church. The Hirer must not have additional keys cut but an additional key or set of keys may be provided by the Church if it accepts this is appropriate in the circumstances. All key(s) must be returned when the Hirer is no longer using accommodation at the Premises. Please note a fee will be charged for the replacement of lost/damaged/extra keys.

**11.** The entire Premises including gardens and car parks are a no smoking area and the Hirer undertakes to make every effort to ensure that all persons attending the Hirer’s events comply with this restriction.

**12.** The Hirer is responsible for keeping all corridors and doorways used by the Hirer free of obstruction during the Hirer’s events and on leaving the building.

**13.** The Hirer is responsible for having procedures for the evacuation of the Premises in an emergency in compliance with the Regulatory Reform (Fire Safety) Order 2005.

**14**. A notice board is provided in the main corridor and outside the John Greer Hall at Eastcote and in the Kingsland Hall at Northwood Hills on which (if space is available) the Hirer may display no more than the equivalent of one\*/ two\* A4 sheets whose content is acceptable to the Church. Other temporary notices being displayed during an event must not be stuck to the walls with Sellotape or Blu-tack and windows must not be obscured by notices.

**15.** Banners may be displayed in a sensible area whilst your event is taking place. Hirers must ensure that banners do not obstruct any church notices or emergency procedure signs. A Rota system in place at our Northwood Hills site. Please contact the administrator for more information.

**16.** The Hirer is responsible for ensuring that any equipment brought to the Premises in connection with the Hirer’s event will be suitable and safe for use on the Premises and will be used in a safe manner without damage to Church property. Examples include bouncy castles and mechanically or electrically operated catering or audio-visual equipment

**17.** The Hirer is responsible for taking out insurance for public liability of the Hirer, including damage to Church property and may also wish to insure the Hirer’s equipment against loss, theft or damage. The Hirer undertakes to keep the Church indemnified against all actions, claims and demands arising in any way out of, or due directly or indirectly, to the Hirer's use of the premises. This includes any failure to obtain any copyright or other licence required for the Hirer’s events.

**18.**The Hirer is responsible for the actions of the members and guests of their organisation, this includes appropriate adult supervision of anyone under the age of 18 years old.

**19.**The Hirer must use their best endeavors to ensure that persons attending the Premises in connection with their User’s function leave the Premises in a quiet and orderly manner so as not to disturb residents in the neighborhood.

**20**.No music is to be played after 22.30pm. Every effort should be made to contain loud music within the building so as not to disturb residents.

**21**.The Hirer is permitted to use a bouncy castle which is the appropriate size for the hall/room. The church does not take any responsibility for their use.

**22**. Ball games are forbidden on any part of the Church premises.

**23**.The use of the stage in the John Greer Hall is not permitted. Unless given specific authorisation by the Church

**Cancellation Policy**

**1.**It is recognized by the parties that on some of the hiring dates, the Room(s) may be required during all or part of the period of hire for activities of other organisations which use the Premises. The relevant dates will be notified to the Hirer by the Church not less than 14 days in advance. The Hirer agrees that its activities will be transferred on those days and from the time advised into another room(s) at the Premises or at another site specified by the Church.

**2.**The Church reserves the right to cancel the hire of the Room(s) on any occasion when the Church requires the Room(s) for any use of its own, giving not less than 14 days’ notice (in writing), except in exceptional circumstances e.g. Funerals, where shorter notice may be given. When possible, alternative accommodation will be made available at either site.

3.The Church reserves the right to cancel the hire without notice on any occasion when necessary for reasons outside the Church’s control. It may not be possible in such a situation to make alternative accommodation available.

**4.**This Agreement may be terminated by the Church with immediate effect at any time if the Room(s) are used for purposes not specified on page 1 paragraph 3, above or in the event of any other breach of this Agreement considered by the Church to be sufficient reason for terminating this Agreement without notice. If the Agreement continues beyond the period specified on page 1, paragraph 4 it may be terminated by either party giving three months’ notice to the other.

**5.**Once bookings are confirmed by exchange of signed Booking Form(s) they can only be cancelled formally in writing to the Administrator. Full refunds of payment and deposit (if applicable) will be made for cancellations made 4 weeks or more in advance of the date being cancelled. Cancellations received less than 4 weeks will either forfeit the deposit or require payment of 50% of the hire fee whichever is greater.

Please return the booking form to: Administrator, URC Eastcote & Northwood Hills, Bridle Road, Eastcote. HA5 2SH

office.urcenwh@gmail.com