

Yealmpton Community Methodist Church  
Chapel Road, Yealmpton, PL8 2LZ  
Booking Request



We welcome community use of our premises.

**Hirer**

Name ..... Position: .....

Organisation (if applicable) .....

Address .....

.....Post Code .....

Telephone .....Email .....

**Activity or event** *(We may contact you for further details, if needed, to check that planned activities are compatible with the ethos of the church. See overleaf for guidance. We reserve the right to decline any request.)*

How many people will be attending? .....

**Room(s)** Church sanctuary  Hall  Kitchen  ( tick ✓ )  
Meeting Room  Whole Building

**Date:** ..... from *(time)* ..... to .....

Charges are based on sessions of 4 or 8 hours but we will be as flexible as possible depending on other bookings for the same day.

**Hire charge:** Please see [www.yealmptonmethodistchurch.org](http://www.yealmptonmethodistchurch.org) for current charges.

We will contact you to confirm if your booking can be accepted and, if so, arrange for your payment and advise access arrangements.

If you will be a **Regular Hirer** (4 or more bookings in any year) see our insurance requirements overleaf and send us a list of the dates required. A discount of 20% will be given.

I confirm that I have read and will comply with the Conditions overleaf and the Safeguarding Policy (see *Church Notice Board* or download from [www.yealmptonmethodistchurch.org](http://www.yealmptonmethodistchurch.org) ).

Please **sign** and **POST** to church address above .....  
for or on behalf of the Hirer

**Date:** .....

or **email** to [bookings@yealmptonmethodistchurch.org](mailto:bookings@yealmptonmethodistchurch.org) with confirmation that you accept our *Conditions and Safeguarding Policy*.

## Conditions

### General

Use of the premises must be restricted to the room and facilities specified overleaf. The Hirer is responsible for ensuring that Church property is used carefully and not damaged in any way. Fire exit signs and extinguishers are clearly displayed. Emergency exits and means of escape must be kept clear at all times. Spare toilet rolls may be found in the cupboard near the toilets and clean towels are located in the tall kitchen cupboard. The Hirer shall be responsible for the behaviour of all persons attending the event and ensuring that entry is refused to unsuitable persons. No intoxicating liquor may be brought onto the premises. Hirers must respect the Christian ethos of the Church and we will not permit occult or spiritually dark activities, practices from false religions such as yoga or Halloween parties. No posters, displays or decorations may be displayed on or attached to any part of the premises without prior consent.

### On completion of hire

The Hirer must ensure that the room(s) used is(are) left in a clean and tidy condition with floors swept and furniture stacked tidily. A vacuum cleaner and cleaning equipment are located in the hall near the kitchen door and bin bags are under the kitchen sink for your use. If the kitchen is used, kitchen utensils must be washed and put away and all surfaces left in a clean and hygienic condition. Crockery is available and tea towels. All rubbish, surplus food and milk bottles etc must be removed from the premises as we do not have a rubbish collection. The Hirer must ensure that the premises are vacant before leaving and that all rooms and toilets are checked. All lights must be switched off, internal doors closed, exit doors securely locked and keys returned from whence they came.

### Insurance

**Occasional Hirers** (those who use the premises on no more than three occasions during any year) are insured for public liability under the Church insurance policy. They acknowledge that the Church has no liability to the Hirer in excess of that covered by the Church insurance, that any employee of the Hirer is not covered by Church insurance and that the Church insurers have sole conduct and control of all claims.

**Regular Hirers** who uses the premises on more than three occasions in any year must provide evidence that they hold suitable public liability insurance and indemnity insurance in case of accidental damage to the premises or persons. We can provide details of a Methodist Insurance policy, specially designed for this purpose, on request.

**Accidents.** If an accident occurs an Accident Report must be completed in the report book giving names of person(s) injured and the Property Steward informed as soon as possible. The accident report book and a first aid kit are both located in the kitchen cupboard immediately inside and to the right of the door.

### Parking & consideration for neighbours

The Church has no designated parking space so please be considerate to neighbours when parking in adjacent roads. Noise must be kept to a minimum and the premises vacated no later than 11pm.

### Notice

Agreements for lettings on a regular basis (more than 3 occasions in a year) are subject to 1 month's notice of termination. Hirers may be asked to give up a hiring if there is an unforeseen requirement by the Church (e.g. for a funeral, urgent repairs etc.). Any pre-paid hire charge will be refunded in full.

### Health and Safety

The Hirer is responsible for compliance with all current legislation. Only electrical equipment or appliances provided by the Church and, in the case of portable appliances, bearing a current label indicating that it has been PAT tested, shall be used and no other electrical appliance may be brought onto the premises without the prior approval of the Property Steward.

### Safeguarding

The Church is obliged to comply with the Home Office Code of Practice, Safe from Harm, and also its own Safeguarding policy to prevent the abuse of children and vulnerable people. The Hirer must accept that Code of Practice and confirm that, to the best of the Hirer's knowledge, no person in a leadership role has ever been convicted of or received a formal police warning for any abuse of young people or vulnerable adults.

Copies of the Safeguarding policy are displayed on the Notice Board or may be downloaded from [www.yealmptonmethodistchurch.org](http://www.yealmptonmethodistchurch.org) and a detailed analysis of the implications, together with suggestions about appropriate responses to them, are contained in 'Safeguarding – A policy for good practice in the Care of Children and Young People' (Methodist Publishing House 2000 ISBN 1-85852-149-1 Tel; 01733 325002