

# BIRSTALL METHODIST CHURCH

## Conditions governing the hire of premises

**BOOKING TIME** Setting-out and clearing-up must be accomplished within the times that the booking was made. With extensive use of the premises going outside the times booked could inconvenience other groups.

**ACCESS TO PREMISES** Access to the building will be advised at the time of booking.

**HIRE FEES** Hire fees for casual users must be paid in advance as instructed on the booking form. Regular users will be invoiced after a designated term of hire.

**ALCOHOL** Alcoholic drinks must not be brought on to the premises under any circumstances including the car parks.

**SMOKING** Smoking is **NOT** allowed in any part of the buildings

**NOISE** We require users of our buildings to have consideration for our neighbours. Therefore we ask hirer's to ensure the volume of amplified music is kept to a reasonable level. **It is the hirer's responsibility** to make sure that amplified music of any kind is kept at a level that does not invade our neighbours' privacy.

**PARKING** The parking of vehicles must be within designated spaces. You are advised that parking on the pavement along Wanlip Lane is monitored by traffic wardens and a fine can be imposed on offenders.

**GAMBLING** Raffles and tombolas are permitted provided there are no cash prizes and the sum expended on prizes does not exceed £50. Proceeds from raffles and tombolas must be entirely for charity. The only expenses that can be deducted are the cost of raffle tickets and the purchase of prizes.

**SELLOTAPE** Sellotape must not be used on walls and ceilings as it damages the surface. The white 'Blu-Tak' is allowed.

**CHAIRS AND TABLES** Tables and chairs are there for the use of hirers. In the Main Hall the chairs are stored in the entrance hall. Tables can be found between the metal cupboards. In the Coffee Shop (Small Hall) chairs are stacked around the room and more are available in the front foyer. Tables can be found in Store No. 2. **All chairs and tables must be returned to the place they were found.**

**SWEEPING UP** The Church does not employ a full time caretaker. Users of the premises must leave them clean and tidy. In the Main Hall a brush and pan can be found in the kitchen and also in the wooden cupboard in the entrance hall. In the Coffee Shop a brush and pan can be found in Store No. 2.

**DISPOSAL OF RUBBISH** Hirers of the premises must take away **all** rubbish. The Church has limited facilities for disposal of rubbish and is basically restricted to one black bin like any household.

**CHILDREN AND YOUNG PEOPLE** Users must supervise and take responsibility for children and young people no matter where they are on the premises.

**TEA TOWELS** Hirers of the premises **must** supply and use their own tea towels. The Church's must not be used.

**WATER HEATERS** Please switch off all water heaters before leaving the building.

**LOCKING UP** You will be advised about locking up by when your booking is confirmed. Please remember to close all windows and lock all exit doors including fire exits.