

Trust Administrator

Rear of Eden Grove Methodist Church
Eden Grove
Horfield
Bristol
BS7 0PQ

(Version 5 – 3rd October 2014)

Hire of the Community Centre for an meeting or event

Tel: 0117 969 0011
info@uhct.co.uk
www.uhct.co.uk

Thank you for enquiring about the rooms and facilities here at Eden Grove.

We have put together this booking pack to give you further information and forms.

I am enclosing the following booking documentation:

- Booking form*
- Terms and Conditions

Table of fees 2014

	Business rate (per hour)	Community rate (per Hour)
Community Room	£20.00	£15.00
Hulbert Room	£15.00	£10.00
Small Office	£10.00	£5.00
The Main Hall	£20.00	£15.00
The Church	£20.00	£12.00
The New Room	£15.00	£10.00
Milburn Room	£10.00	£5.00

Caretaking Surcharge

This rate is applicable for both Statutory & Community rates

	Monday to Thursday After 5pm	Friday after 4pm to Sunday
Caretaker Fee	£10.00	£20.00
		£25.00 after 10pm

Additional Charges

	Fee
Flipchart Paper	£5.00
Projector & Screen	£20.00
Laptop	£10.00

To confirm your booking please complete and return the booking form to the trust office.
If you have any further questions or queries please do not hesitate to contact me.

Yours sincerely

Katie Meakin
Trust Administrator

BOOKING FORM

1. Event Details										
Title of Event:										
Name of Organisation:										
Details of the Event:										
Date:		Start time:		Finish time:						
Setup time for organiser:			Expected Attendance:							
2. Organiser's Details										
Name of organiser:										
Address:										
Town/City:							Postal Code:			
Telephone Number:										
Email address:										
Position in organisation:										
3. Room Required (Tick as appropriate):										
Community Room:			Small Office:			The New Room:				
Hulbert Room:			Main Hall:			Milburn Room:				
Total Hours Required		Cost per hour		Additional Charges		Caretaker fee		Cost to be Invoiced		
		£		£		£		£		
4. Layout/Equipment Required (Tick as appropriate):										
Self set-up:			Classroom:			Theatre:			Boardroom :	
Cabaret:			Horseshoe:			Flipchart:			Projector:*	
Facilities for extra equipment brought in <i>Please give details below:</i>										
5. Non- Refundable Deposit/Purchase Order										
Deposit now due:		£	Payable to:		Upper Horfield Community Trust					
Payment Type: <i>Please tick</i>		Cash		Cheque		PO				
Purchase Order Number: <i>Please include a copy of the official order</i>										
6. Acknowledgement of Terms & Conditions										
<i>I hereby apply for the use of the rooms/facilities of the Upper Horfield Community Trust as detailed above and agree to be responsible to the Trustees for same in accordance with fees and Terms & Conditions applicable at the time of the event.</i>										
Signature:							Date:			
Receipt of deposit/purchase order <i>(Signed on behalf of The Trustees)</i>										
Signature:		Administrator					Date:			
7. UHCT Use Only										
Deposit received:			Amount:	£	Details updated in diary <i>(initials):</i>					
Quickbooks Reference:					Total Room Hire	£				
Refreshments' Costs:		£	Fees agreed <i>(delete as appropriate):</i>		Standard/Community					

Please include any additional information on a separate sheet attached to this form and return to:
The Administrator, Upper Horfield Community Trust,
The Community Centre, Eden Grove Methodist Church, Eden Grove, Horfield, Bristol, BS7 0PQ

8. Refreshments						
Date:	On arrival	Morning Break	Lunch	Afternoon Break	All Day	
Fairtrade tea, filter coffee & selection of biscuits at £1.50 per person per break or £5 per person all day.	No of People:	No of People:	No of People:	No of People:	No of People:	
Time Required	am	am	pm	pm		

9. Catering	
<p>Catering Requirements: Prices shown are per head. Please specify all catering required in detail including any special dietary requirements. PLEASE SELECT ONE OF THE FOLLOWING BUFFETS</p>	
<p>Lunch Buffet A @ £6.50 per head</p> <p>Freshly made sandwiches on white and granary bakery bread with the following fillings: tuna & mayonnaise, ham & mustard, cheese salad, egg mayonnaise (<i>Made with free range eggs</i>), Bowl of crisps Fruit platter Cake of the day Served with fruit juices</p>	<p>No. Reqd.:</p> <p>Time:</p>
<p>Lunch Buffet B @ £8.25 per head (30% of selection will be vegetarian unless otherwise requested)</p> <p>Homemade coleslaw and potato salad Honey and mustard roast ham Free range chicken goujons Broccoli and stilton tart Egg and bacon pie (<i>Made with free range eggs</i>) Salad bowl Goats cheese pasta salad Served with fruit juices</p> <p>Dessert Options (choose up to two) Trifle Lime cheesecakes Lemon meringue</p>	<p>No. Reqd.:</p> <p>Time:</p> <p>No's Reqd.:</p>
<p>Please indicate any special dietary requirements: Please note that we will require seven clear days' notice to meet your requests.</p>	

DECLARATION: Based on the sum total of the charges detailed on this form, I have read and agree to the Conditions on this Booking Form. I agree to pay all charges for goods and services received. Final guaranteed numbers for catering purposes will be notified no later than 7 working days before the event. I understand that a deposit may be required prior to final arrangements being confirmed by the Upper Horfield Community Trust.

Upper Horfield Community Trust (UHCT) Standard Conditions of Hire

These standard conditions apply to all hiring of the Main Hall. If the Hirer is in any doubt as to the meaning of the following, the UHCT should immediately be consulted.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the UHCT, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof **nor allow the consumption of alcohol thereon.**

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

The Hirer shall ensure that the appropriate Premises Licence is in place if any regulated entertainment and licensable activities will take place. Such activities include the performance of plays; the exhibition of films; indoor sporting events; boxing or wrestling entertainment; the performance of live music; the playing of recorded music; the performance of dance; making music; dancing; entertainment similar to those above; the provision of hot food/drink after 11pm. The UHCT does have a licence with the Performing Rights Society for the performance of copyright music.

5. Payment

Unless agreed in advance with the Trustees payment must be made 30 days after the invoice due date.

6. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment or which is attended by children.

The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are visible.
- That there are no obvious fire hazards on the premises.

7. Means of Escape

- All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- Any emergency exit signs must be kept visible during the whole of the time the premises are occupied.

8. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the UHCT.

9. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but not a thermometer.

10. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is available the hirer **must** make use of it in the interests of public safety.

11. Indemnity

The Hirer shall indemnify and keep indemnified each member of the UHCT management committee and the UHCT's employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the UHCT. The UHCT is insured against any claims arising out of its **own** negligence.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the UHCT **as soon as possible** and complete the relevant section in the UHCT's accident book. Any failure of equipment belonging to the UHCT or brought in by the Hirer must also be reported **as soon as possible**.

Certain types of accident or injury must be reported on a special form to the local authority. The UHCT will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

13. Explosives and Flammable Substances

The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the UHCT. No decorations are to be put up near light fittings or heaters.

Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the UHCT. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used. Unless authorised by the Trustees.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

Under Methodist Church rules **Alcohol is not permitted on the site.**

Any person suspected of being under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

15. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, unless agreed in advance by the UHCT. No animals whatsoever are to enter the kitchen area at any time.

16. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).

17. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the UHCT's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition.

18. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19a. Cancellation

If the Hirer wishes to cancel the booking before the date of the event, the question of the payment or the repayment of the fee shall be at the discretion of the UHCT. The UHCT reserve the right to charge an administration fee in respect to any such cancellation by the Hirer.

In the event that the hirer terminates the booking the following cancellation charges will apply:-

- Cancellation within 7 days will incur 100% of the total hire charge.
- Cancellation within 8-14 days will incur 50% of the total hire charge
- Cancellation within 15-31 days will incur 25% of the total hire charge
- Cancellation over 31 days will incur no charge

All cancellations should be made in writing. In the event that a booking is made within 31 days of any event the aforementioned cancellation policy will apply. In all instances, notification of cancellation must be received in writing.

The UHCT reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the UHCT reasonably considering that:

i. such hiring is likely to lead to a breach of these terms and conditions, any relevant licensing conditions, or other legal or statutory requirements, or

ii. unlawful or unsuitable activities will take place at the premises as a result of this hiring

c. the premises becoming unfit for the use intended by the Hirer

d. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any fee already paid, but the UHCT shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

19b. Buffets

The Hirer shall be responsible for informing the Trust of any dietary requirements at least 7 working days before the event. Any changes in numbers within 7 days before the event will be chargeable, including increase and decrease in numbers.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the UHCT shall be at liberty to make an additional charge.

21. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, avoid excessive noise after 11pm, make use of any noise limitation device provided at the premises, and comply with any other licensing condition for the premises.

22. Stored Equipment

The UHCT accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The UHCT may, in its discretion in any of the following circumstances, namely:

a. in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended.

b. in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

23. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the UHCT. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the UHCT remain in the premises at the end of the hiring. It will become the property of the UHCT unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

24. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hire