



Ministers: Rev'd Christine Coram
Deacon Brian Purchase

Room Bookings Guide and Conditions of Hire

Halls and rooms can be booked through the booking Secretary on a special dedicated telephone number. Please **do not** use any other number for bookings:

07471 196977

The premises are on two storeys with level access on the ground floor, and rooms may be booked on either floor. There is a car park at the rear of the church premises that allows parking for approximately 35 cars, subject to the use of the car park by others who may be on the premises. There is wi fi network around the building that is freely available and not charged. The building is served by high speed internet (70Mb). Any activity that requires high bandwidth applications (above 6Mb per device) needs to be specified when booking to ensure arrangements can be made to allow access.



Rooms:

Main Hall (Hall A ground floor)

Measuring approximately 45' x 49' the main hall has a wooden floor. It can seat up to 180 people and has 22 folding tables 6' x 2'-3". The hall is well lit with fluorescent lighting and has a sound system which is available for use by prior arrangement. A loop system for the hard of hearing is also available in this room. There is an adjacent kitchen with a hatch opening to the hall. A piano, chairs and tables are available in adjacent stores.



“The Link” and entrance area (Ground Floor)

The Link joins the church to the downstairs hall and is the main entrance to the premises from St. James Road. This area is not bookable but is usually available for use by arrangement. The small kitchen hatch may be used for the serving of drinks in this area.



Church Parlour (Ground Floor)



Measuring approximately 20' x 26' the church parlour has a carpeted wooden floor. The room can seat approximately 30 people and has two folding tables and a table normally used in a meeting setting. This room is most suited for meetings and devotional groups. A large smart television screen is available for use by prior arrangement which will accept inputs from most computers and ipads. A piano is available in this room

Kitchen(Ground Floor)

There is a large well-equipped kitchen on the ground floor with hatch access to the large hall and “The Link.” There is a large gas cooker, and a smaller electric cooker, two microwaves, together with a constant hot water boiler, coffee percolator (for up to 100 cups) and a hot drinks vending machine. There is a large refrigerator, which may be used for short-term storage, and a smaller refrigerator and freezer, which is for church use only. There are approximately 100 cups, saucers, dessert dishes, large dinner plates and tea plates, and ample cutlery for 100 people. There are also various jugs, tea pots, cooking pans and plastic beakers available. A commercial dishwasher is also available for use.



Pre School Room A (Ground Floor)

Measuring approximately 26' x 20' this room has a wooden floor, which is tiled with vinyl tiles. It can seat up to 30 people and is suitable for smaller meetings. There are no large chairs/tables in this room as it is used by the Pre School during the daytime, but chairs and/or tables can be brought in from the chair store off the main hall. There are no computer/screen facilities available in this room. Users would need to bring their own equipment for use of this kind.



Pre School Room B (Ground Floor)



Measuring approximately 29' x 20' this room has a wooden floor, which is carpeted. It can seat up to 20 people and is suitable for smaller meetings or small active groups such as Pilates or Tai Chi. There are no large chairs/tables in this room as it is used by the Pre School during the daytime, but chairs and/or tables can be brought in from the chair store off the main hall. There are no computer/screen facilities available in this room. Users would need to bring their own equipment for use of this kind.

Choir Vestry (Ground Floor)

Measuring approximately 13' x 13' this room is carpeted and suitable for small meetings of up to 11 people. It is furnished with 11 chairs and a table for this purpose.



Smaller Hall (Hall B first floor)

Measuring approximately 30' x 48' the upstairs hall has a wooden floor, which is vinyl tiled. It can seat up to 80 people and has eight folding tables 4' x 2'-3". There is a small adjacent kitchen with a small hatch opening into the hall. A piano is available in this room



Quiet Room (First Floor)



Measuring approximately 15' x 13' this room is carpeted and casually furnished with chairs and small coffee tables and is suitable for meetings of up to 15 people. There is a small kitchen next door where hot drinks can be made.

New Room (First Floor)

Measuring approximately 11' x 14' this room is carpeted and casually furnished with chairs and small coffee tables and is suitable for meetings of up to 10 people. There is a small kitchen along the corridor where hot and cold drinks can be made.



Kitchen (First Floor)

There is a small kitchen on the first floor approximately 14' x 7' which is suitable for making hot or cold drinks and preparing snacks. There is a constant hot water boiler and approximately 30 cups and saucers and various beakers. There is a small refrigerator which may be used for short term storage and an electric cooker.



Toilets:

On the ground floor there are toilets off the downstairs corridor and also off the main downstairs hall. There is also an accessible toilet with baby changing facilities off the downstairs corridor. The first floor has toilets in the corridor next to the entrance to the hall

Procedure for Hiring:

The person taking your booking carries out their role as booking secretary on a voluntary basis and should only be contacted between the hours of 10.00 hrs and 18.00 hrs. You are welcome to leave a message at any time, and your call will be returned as soon as possible. The following procedure is easiest for everyone concerned.

Telephone **07471 196977** to speak to the bookings secretary or leave a message with the following information:

1. Name
2. Telephone Number or 'e' mail address
3. Organisation
4. Purpose of booking
5. Day, date, start-time and finish time
6. Room(s) required (if known)

Details of requirements for equipment etc., can be discussed when your call is returned or an appointment is made by the booking secretary or his/her representative to meet you on the premises.

Once all the details are known, you will be sent a booking confirmation letter or 'e' mail , which must be returned with your deposit (if requested) and signed to finalise the booking.

Charges:

From 1st January 2017

Charged by the hour

Monday-Friday Weekend

GROUND FLOOR

Large Hall	26.00	30.00
Church Parlour	18.00	19.00
Pre School Room A	12.00	15.00
Pre School Room B	12.00	15.00
Choir Vestry	9.00	10.00
Kitchen	5.00 (per session)	6.00 (per session)
Link		

FIRST FLOOR

Small Hall	22.00	25.00
Quiet Room	9.00	9.00
New Room	9.00	9.00

Notes:

At Present none of the rooms is available for hire on Sundays.

Special arrangements will be discussed with hirers for a long letting period such as a yearly regular booking, and these arrangements can also be made for registered charities.

Conditions of Hire:

1. St. James Road Methodist Church exists primarily as a place of Christian Worship. Therefore the Ministers and the Property Stewards reserve the right to refuse applications (or terminate bookings) from any organisation considered to be undertaking activities which are incompatible with, or has aims considered to be inappropriate for, a place of Christian Worship.
2. Kitchens are available for all to use for the preparation of drinks and snacks. A charge per session (as shown above) will be made for the use of kitchen facilities. Hirers should where possible make arrangements to launder and return any tea towel(s) used in a clean state, and wash, dry and put away any crockery, cutlery or other items used. An additional charge will be made if hot food is being prepared, and the group's hygiene certificate will need to be produced for the church authorities.
3. The Property Stewards reserve the right to change the booked room if the church requires the room for it's own purposes. Hirers will be notified beforehand if this is necessary. Only in very few cases is this likely to happen, and we will always try to ensure the booked room(s) are available.

Invoicing:

- a) The minimum hire period is 2 hours
- b) Regular Hirers are normally invoiced in arrears for bookings in the previous two months. Payment is due on receipt of the invoice. If a customer is consistently late in paying, they may be asked to pay in advance.
- c) The booking form is the basis upon which users will be invoiced. Where a booking is cancelled the full charge is due on any cancelled bookings that fall within fourteen days of the date of cancellation.
- d) The start and end times booked, represent the time the room is available for your use. This includes any set up time and time necessary to leave the room tidy at the end of the booking.
- e) Any excess period of use beyond that which has been agreed may also be charged.

Restrictions:

- a) The hirer shall take all reasonable precautions to ensure the safety, maintenance and security of all parts of the building and it's fixtures and fittings.
- b) The hirer should ensure that the building is left in a clean and tidy condition with furniture left as it was found. It would be appreciated if spill on the carpeted areas were dealt with immediately. Appropriate cleaning equipment is to be found in the ground floor kitchen and utility room.
- c) All rubbish generated including disposable nappies, **must be taken away by the hirer in black plastic bags.**
- d) No alcohol may be consumed on the premises. If bottles are brought for a draw or a similar prize, they **must not be opened** on the premises.
- e) Smoking is not permitted anywhere on the premises. This includes electronic cigarettes.
- f) Stiletto heels (or other footwear liable to cause marking or damage) are not permitted on any uncarpeted floors, nor any black soled shoes for the purpose of sport.
- g) Due to fire regulations all entrances and fire exits must be kept clear of obstructions at all times.
- h) No decorative materials may be placed in any room without prior permission of the church property stewards. The use of nails, drawing pins, hooks, adhesive tapes, gummed paper, blu-tack etc., is forbidden.
- i) As the church is in the middle of a residential area, hirers are requested to keep all noise to a reasonable level.

Liability for Losses:

- a) The hirer undertakes to indemnify St. James Road Methodist Church for any loss or damage injury, costs or charges arising out of the hiring. You are strongly advised to obtain your own insurance to cover any such incidents.
- b) Neither the Minister's, Property Stewards or the Church Council can be held responsible for the loss or damage to any equipment or personal possessions brought into or left on the premises.

Property Stewards:

- a) As there is no caretaker at the church, the Property Stewards will be happy to help you when necessary. The Property Steward on duty will normally only be available at the previously agreed time of your arrival and departure from the premises.
- b) The system works best if everything can be arranged in advance. Last minute changes are not always possible.