

WESLEY MEMORIAL METHODIST CHURCH New Inn Hall Street OXFORD. OX1 2DH

Terms and Conditions of Hire Church Manager's Email: nikos@wesleymem.org.uk

Tel: 01865 201606/ Mob: 07775772018

**The HALL - The JOHN WESLEY ROOM - The KITCHENS The SANCTUARY – OFFICE
ACCOMMODATION – SMALL MEETING ROOMS**

CONDITIONS OF LETTINGS for the above premises. All applicants for bookings must accept these conditions. The Church Manager reserves the right to terminate any booking in the event of any infringement of these conditions.

1. PROHIBITED ACTIVITIES.

- a) Any form of gambling, except raffles for charitable fundraising with prior permission.
- b) Consumption or display of alcoholic liquor
- c) Sales for commercial profit, which are not beneficial to the community
- d) Excessive noise, or any form of antisocial behaviour

2. RESERVATIONS must be made in writing or by email to the church Manager. All verbal enquiries must be confirmed by letter or by email. Full details of the proposed event should be given, including any major re-arrangement of furniture, including any large items of equipment to be used on church premises.

3. CANCELLATIONS. If a reservation is cancelled less than 8 weeks before the event, a charge of 50% of the total payable will be made. If cancelled less than 6 weeks in advance, the full amount must be paid.

4. ACCOUNTS must be settled promptly on receipt of invoice, and prior to the event taking place. All charges to be received 2 weeks before the event.

5. BOOKING TIMES must cover preparation and clearing-up, where necessary. Clearing-up, means leaving rooms in a reasonable state of cleanliness and tidiness as they were found originally. An extra charge of £85.00 will be made if groups overrun agreed times and/or if rooms are not left in a clean and tidy condition. Premises will close at 10:00 pm, unless a different time has been agreed in advance with the Church Manager.

6. ALL DAMAGES must be reported to the caretaker, or the office, and paid for at the replacement value of the item.

7. POSTERS AND NOTICES must not be displayed without the prior permission of the Church Manager. Pins and adhesives may not be used on walls or doors.

8. CAR PARKING is not included in the bookings. Parking is for church members and for those who have paid to have a parking permit. If you need a parking space, please consult with the Church Manager.

9. REFRESHMENTS. If these are planned, the kitchen must be booked and refreshments should be served in either the Church Hall or John Wesley room. No food or drink is allowed in the church.

10. The KITCHENS, and all kitchen equipment, should be thoroughly cleaned after use. The kitchen floor should be swept and mopped if necessary.

11. PERSONAL PROPERTY and valuables should not be left unattended at any time. The management accepts no responsibility for any loss or damage to personal property.

12. FIRE REGULATIONS must be observed. NO SMOKING on, or outside the Premises. No candles or other naked flame to be introduced into the building. We do provide matches for the kitchen if needed. All groups should ensure their members know the location of fire alarms, fire extinguishers and all emergency exits. The safety of all is of paramount importance.

13. LITTER. Litter should not be placed in church bins. People using the halls for sales and bazaars should take all their possessions with them when they leave, including any litter.

14. SECURITY. Room renters are responsible for monitoring the doors for security purposes, warning people that thefts do occur and informing them that the church cannot be held responsible for any stolen or damaged items.

15. PUBLIC LIABILITY INSURANCE. Please ensure that you have Public Liability Insurance in place.

16. SAFEGUARDING. Before booking please ensure you have read the Safeguarding Policy for Wesley Memorial Church and adhere to the principles outlined in the policy.

17. Wi-Fi. Before using the Wi Fi please ensure you agree to follow the guidelines outlined in Guest Wi Fi acceptable use policy.

Please feel free to tell us if your needs have been met. The Church Manager will be more than happy to hear from you if you have any concerns. If there is anything that we can do to make your visit in our premises more comfortable please let the Church Manager know.

The Church Manager 26/11/2023