



New Hope Centre, 95 York Road, Reading, RG1 8DU

☎: 0118 959 6534

✉: newhope.manager@greyfriars.org.uk

🌐: www.nhccreading.org.uk

ROOM BOOKING FORM

Room to be hired:		<i>Please tick all rooms required</i>
Ground Floor	<input type="checkbox"/> £22.50 per hour*	Rooms Available 9.00am-9.30pm Mon-Fri 10.00am-9.30pm Sat
First Floor Hall	<input type="checkbox"/> £22.50 per hour*	
Second Floor Meeting Room (*or part hour)	<input type="checkbox"/> £17.50 per hour*	
Date of Hire: <input style="width: 150px;" type="text"/>		
Time of Hire: From: <input style="width: 100px;" type="text"/> To: <input style="width: 100px;" type="text"/> <i>Please note that your booking times must include time for setting up and clearing away.</i>		
Proposed Activity: (subject to Government Guidelines in place at time of activity)		
Equipment Required (<i>all equipment subject to availability</i>):		
Long Tables*: <input style="width: 40px;" type="text"/> (8) Short Tables*: <input style="width: 40px;" type="text"/> (6) Coffee Tables*: <input style="width: 40px;" type="text"/> (6)		
Chairs*: <input style="width: 40px;" type="text"/> (30) *please enter numbers, max available indicated in brackets		
Other: <input style="width: 450px;" type="text"/>		
Flipchart <input type="checkbox"/> No additional charge Whiteboard <input type="checkbox"/> No additional charge		
PA System <input type="checkbox"/> <i>Special conditions apply - please ask for details</i>		
<small>We will confirm whether the equipment requested is available. The hirer is responsible for setting up and clearing away the room.</small>		
Total Cost of Hire (Room Hire plus Additional Charges): £ <input style="width: 150px;" type="text"/>		
<i>PLEASE MAKE CHEQUES PAYABLE TO "Newhope Community Church"</i>		
Contact Name/Organisation:		
Address:		
Telephone: _____ Email: _____		
I confirm I have read and accept the terms and conditions printed overleaf together with the supplementary Covid-19 guidance and noted that <u>smoking and the consumption of alcohol are not permitted on these premises.</u>		
Signed Dated		

Terms and Conditions for the Hire of the New Hope Centre (August 2020)

Definitions: "Hirer" shall mean the person or organisation named in the application form for the hire of the premises. "Greyfriars Church - New Hope Centre" (hereafter New Hope) shall mean the Centre Manager, the vicar or representatives of New Hope.

Terms and Conditions:

1. GENERAL CONDITIONS:

- THE HIRER must comply fully with the terms of hire and, in default, we reserve the right to terminate hire or make supplementary charges. We reserve the right not to accept bookings where the activities are, in our understanding, incompatible with New Hope values.
- THE HIRER must be aged 18 years or over, and will be responsible for ensuring the terms of hire are met.
- Any events involving people under 18 or vulnerable adults must be supervised at all times by an appropriate number of responsible adults over 18. THE HIRER / group leader will be responsible for ensuring all appropriate statutes and best practice in safeguarding guidance relating to children and vulnerable adults is adhered to. Signing this booking form signifies that THE HIRER accepts our requirements for ensuring children and vulnerable adults will be protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring and that THE HIRER carries full liability insurance for this. New Hope may seek evidence on these points from THE HIRER.
- New Hope is not responsible for any loss, damage or injury which may be incurred by, or done by, or happen to, any person or persons in the premises during this hiring, arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure to supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. THE HIRER shall indemnify New Hope against any claim, which may arise out of the hiring in respect of such loss, damage or injury, and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
- THE HIRER is responsible for obtaining and maintaining full public liability insurance cover plus third party liability insurance during the hire period. Proof of this may be requested before the event.
- THE HIRER is liable to make good the costs of any damage to premises, furniture, crockery or any other equipment used during time of hire.
- New Hope is not responsible for security of events run by hirers. It is recommended that THE HIRER makes appropriate arrangements for security to the area hired throughout the time of hiring.
- THE HIRER is responsible for leaving room(s) they have used clean and tidy, with any refuse and litter cleared to the rubbish bins provided.
- THE HIRER is responsible for returning chairs, tables, screens and other objects they may have moved during their session to the original positions within the period of hire.
- THE HIRER is responsible for ascertaining and fulfilling any statutory requirements relating to their use of the building and must adhere to any relevant local or borough council and legal regulations. This includes the necessary licenses such as licenses for any music (live or recorded) or video played on site.

- All functions and activities in the hired premises will be subject to the control of New Hope who may cancel any booking if the use of the hired premises appears to be inconsistent with New Hope's intended use. New Hope shall not be liable to compensate the hirer in any respect of any loss resulting in such a cancellation.
- Permission to use sound amplification or to play music must be sought at the time of booking from the New Hope Office.
- All scenery and costumes used for stage performances or the like must be fireproofed
- No copyright work shall be performed without the licence of the copyright holder. The hirer shall indemnify New Hope against any infringement of copyright that may occur during the hiring.
- THE HIRER must not use the premises for any sale, trade or business without the written agreement of the New Hope Office.
- THE HIRER must maintain clear access to all emergency exits in the space hired at all times.
- THE HIRER is responsible for the health and safety of those attending their event, and responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of THE HIRER to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirer(s) after the event, notify the New Hope Office immediately and complete the accident book.
- THE HIRER is responsible for following New Hope's evacuation procedures in case of emergency. A copy of the evacuation procedures will be given to THE HIRER.
- THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- In signing a New Hope booking form, you are deemed to have read, understood and accepted all of the terms and conditions of hire.

2. PAYMENT:

All charges shall be paid at the time of the booking and no engagement will be considered a firm booking until payment has been made in full.

Cancellations will be charged at the following rates:-

- a) Cancellations with more than 1 months notice - 10% of fees
- b) Cancellations between two and four weeks notice - 25% of fees
- c) Cancellations between one and two weeks fees - 50% of fees
- d) Cancellations with less than one weeks notice - 100% of fees

Cancellations must be in writing (or by e-mail) to New Hope

invoices are usually issued monthly.

3. AREA HIRED:

- THE HIRER is required to confine activities to the rooms hired, and may not put display materials of any kind elsewhere without prior permission of the Church Office. THE HIRER is required to ensure that attendees at their event kindly respect other users of the building, in particular, toilets, foyers and passageways at all times.
- Setting up and clearing and tidying away must be carried out within the period of hire. THE HIRER must ensure that all involved leave promptly by the end of the hire period, after ensuring that litter is put in the bins provided, the area is left clean and tidy, and all THE HIRER's materials

removed. THE HIRER may not use the space outside the hire time unless agreed in advance with the New Hope Office.

- The hirer shall ensure that good order is kept in the hired premises during the hiring and New Hope may, if they think fit, charge the hirer for any extra expense they may incur to preserve order prior to, during or after any entertainment or meeting in the hired premises.
- Nothing shall be affixed to the hired premises or be displayed outside the hired premises without the prior consent of New Hope. The hirer shall remove any item displayed inside or outside the premises if in the opinion of New Hope it shall be unseemly or expose the hired premises to undue risk of fire or in the opinion of New Hope is likely to lead to a disturbance or breach of the peace. The hirer will also be required to remove any item deemed by New Hope to be compromising it's ethos as a Christian church/place of worship.

4. TIME OF HIRE

- The property of the hirer and the hirers agents must be removed at the expiration of the hire period or fees will be charged at the normal hourly rate until the objects are removed. New Hope will accept no responsibility for any property left on the premises. Any property unclaimed after two weeks from the end of the hire period will be disposed of by New Hope and any costs for the disposal will be reclaimed from the hirer.
- In the event that THE HIRER and their party have not vacated the premises or any of the site by the time stated New Hope shall, at its discretion, make an additional charge. 21. The hirer shall, at the expiration of the hire, leave the hired premises in a clean and tidy state

5. GENERAL PROHIBITIONS & CONDITIONS:

For the safety, security and comfort of all users of the building, THE HIRER is asked strictly to observe the following:

- No smoking in any part of the building, including the toilets.
- No open flames (including candles) allowed.
- No consumption of alcohol allowed on the premises.
- No cylinders of compressed or liquid gas should be brought onto the premises
- No pets with the exception of assistance dogs accompanying their charge. .
- THE HIRER may not prop open any of the Fire Doors marked "Fire Door".
- No stage play should be performed unless previously approved by New Hope and unless there is in existence a theatre licence for the premises obtained from the appropriate authority
- The hire of the premises does not entitle the hirer to use or enter the premises at any time other than the hire period unless prior arrangements have been made with New Hope
- Unless otherwise agreed with New Hope the hire of the centre does not include the use of the rear car park. New Hope reserves the right to make a charge of £50 in respect of any vehicles parked without authorisation.
- The premises are in a largely residential area and the hirer should ensure that any activity connected with a hire of the premises causes no disturbance to surrounding properties. The hirer will be liable for any claims or actions made as a result of the hire.
- All hires shall vacate the building no later than 9.30 p.m or by special arrangement.
- The right of entry to the hired premises is reserved to New Hope and any police officer at any time during the hiring.

- The hirer shall ensure that good order is kept in the hired premises during the hiring and New Hope may, if they think fit, charge the hirer for any extra expense they may incur to preserve order prior to, during or after any entertainment or meeting in the hired premises.
- Nothing shall be affixed to the hired premises or be displayed outside the hired premises without the prior consent of New Hope. The hirer shall remove any item displayed inside or outside the premises if in the opinion of New Hope it shall be unseemly or expose the hired premises to undue risk of fire or in the opinion of New Hope is likely to lead to a disturbance or breach of the peace. The hirer will also be required to remove any item deemed by New Hope to be compromising it's ethos as a Christian church/place of worship.
- No exits may be blocked, chairs or obstructions placed in corridors, fire appliances moved or tampered with or any other safety equipment moved or tampered with. The hirer will indemnify New Hope for the repair, replacement or servicing of safety equipment damaged, discharges or tampered with during a hire.
- The hirer shall ensure that the operating instructions for the lift are followed and will indemnify New Hope against any costs incurred should this not be done (e.g. alarm, call out or repair costs).
- No additional lights or extensions from existing light fittings shall be used without the prior consent of New Hope
- No part of the hired premises shall be used for the sale of real or personal property by auction or otherwise without the prior consent of New Hope
- The hirer shall be responsible for the setting out of chairs and any other equipment provided for the hire. The hirer is similarly responsible for putting these items away at the conclusion of the hire period.
- In signing a New Hope booking form the hirer is deemed to have read, understood and accepted all of the terms and conditions of hire without qualification.
- New Hope reserves the right to alter or amend these terms without prior notice.
- New Hope reserves the right to use images of activities at the Centre for the purposes of publicity and reporting. If you do not wish images to be taken you must notify the Centre Manager prior to the booking.
- Any questions or queries regarding these terms and conditions should be directed to the New Hope Centre Manager newhope.manager@greyfriars.org.uk