



**Application for Hire of the Wesley Centre**

**Name of Hirer:**..... (Must be over 18 years of age)

<b>Address of Hirer:</b>	<b>Hirer Contact Details:</b>
	Home Telephone:
	Day Telephone:
	Mobile:
	<b>Email Address:</b>

**Please select which category of Hire applies:-**

Category of Hire	Rate of Hire	Minimum Period of Hire if applicable	Category of Hire required
Local voluntary groups	£10 per hour		
Fee Paying groups (e.g. Pilates, yoga, dance classes etc.)	£15 per hour		
Weddings	£250 for 2 day Hire	2 days in total (e.g. Friday PM, all day Saturday and Sunday AM)	
Private social event	£15 per hour	Minimum 3 hours	
Fundraising social event	£10 per hour	Minimum 3 hours	
Weekday Business Hire	£15 per hour	Minimum 3 hours—8.00am– 5.00pm	
<b>Deposit Payment for all bookings applies of £50 – returnable if all conditions of Hire are met, with the following exceptions:-</b>			
No deposit is required for local voluntary groups. However, a single, one off deposit of £50 is required for long term bookings. The requirement to pay deposits is at the Clerk’s discretion.			

**Purpose of Hire:** ..... (Private party/Club event/Fund-raising event etc)

**Frequency of Hire:** Individual (one-off)/ Daily / Weekly / Monthly and state frequency: .....

**Date of Event:** ..... **Start Time:** ..... **Finish Time:** .....(Latest 11.00pm)

**Hire Charge £** ..... **Deposit £50.00** (Returnable if all conditions of hire are met)

**Estimated numbers attending event:** ..... (Maximum capacity 80 persons)

If regular hirer approx. number for each session

**If your booking is for a private party/celebration please provide the following information:**

Please give the full name and age, if under 18, of the person or persons for whom the celebration is being held (Please note that under current ECC policy: birthday parties up to and including 13 <sup>th</sup> and 21 <sup>st</sup> birthdays may be celebrated in the Centre. However, due to close proximity of residential properties, 14 <sup>th</sup> – 20 <sup>th</sup> birthday parties may not be held in the Wesley Centre.)	Name:  Age:
The purpose of the celebrations (e.g. wedding reception, birthday party, anniversary party etc.):	
With the exception of family members, will the party guests be exclusively children aged 13 years or younger?	

**NB.** At parties for those less than 14 years of age, 2 responsible adults must be in attendance on the Wesley Centre premises at all times, including during the setup before the event and clean up afterwards. Please nominate them and provide their contact details below. Similarly, if you, the Hirer, will not be in attendance at the event personally, please give the contact details of the person who will be in attendance and responsible for the Wesley Centre during the full duration of the event:

Name:	Tel No:	Address:	Mobile No:
Name:	Tel No:	Address:	Mobile No:

**In order to secure the booking**, please complete this form, ensure you have read and understood the conditions for hire attached, then sign confirming your acceptance and send pages 1 and 2 of this Application of Hire form together with payment for the total amount of hire charges including deposit and given to the Booking Clerk. - **Cheque payable to North Marston ECC, Wesley Centre.** Carrie, the Booking Clerk, can be contacted on Tel: 01296 670195 (Mobile: 07941 309769) or [bookings@wesleycentre.org](mailto:bookings@wesleycentre.org)

Upon receipt, the Booking Clerk will acknowledge receipt and return a booking confirmation by email.

**Please note that in signing this form you are accepting the terms and conditions for the hire of the North Marston Wesley Centre as laid out in the Conditions of Hire attached.**

**Signature of Applicant:** ..... **Date:** .....

Postal Address:-  
 The Wesley Centre  
 Schorne Lane  
 North Marston  
 MK18 3PJ

**[www.wesleycentre.org](http://www.wesleycentre.org)**

## **North Marston Wesley Centre – Conditions of Hire** **(This Schedule must be retained by the Hiring applicant)**

### **1. Interpretation**

- 1.1 In these Conditions references to 'The Centre' are to the North Marston Wesley Centre, managed by St Mary's ECC identified by the Hirer in the Application to Hire, and 'the Hirer' is the person who had contracted to hire the Centre from the St Mary's Ecumenical Church Council.
- 1.2 The St Mary's ECC as to the interpretation of these Conditions shall be final and conclusive.

### **2. Payment and Associated Matters**

- 2.1 Upon receipt of an application, including payment, the Booking Clerk will issue a confirmation of hire agreement. All Hire charges and deposits must be paid at least 28 days prior to the event, where possible (cheques made payable to NM ECC Restoration Fund).
- 2.2 The Hirer will be responsible for the collection and return of the keys; arrangements are to be made directly with the Booking Clerk at least 7 days prior to the event.

### **3. General Provisions**

- 3.1 The Hirer is responsible for ensuring that use of the Centre takes place in accordance with these Conditions, and for the purpose stated in the Application to Hire. Any breach of these Conditions or use of the Centre for other than the stated purpose shall entitle the ECC to terminate the hire without recompense notwithstanding that the event may have commenced, and to recover from the Hirer any loss or damage suffered by the ECC in consequence.
- 3.2 Sub-letting and interchange of hiring's not allowed.
- 3.3 The ECC reserves the right to cancel any booking in the event of:
  - 3.3.1 Any necessary licence for use of the Centre for the purpose contemplated by the Hirer being suspended, not renewed, or otherwise unavailable.
  - 3.3.2 The Centre being required in connection with an election, a civil emergency, or any other extraordinary or special purpose.
  - 3.3.3 If the ECC considers a Temporary Event Notice (TENS) to be inappropriate to the venue or a TENS notice is not provided at least 14 days in advance of the event. Whenever possible the Hirer will be offered an alternative date. No additional compensation will be paid in such circumstances.
- 3.4 The ECC reserves the right to amend the hiring fee or any deposit to be paid by the Hirer at any time prior to payment in full by the Hirer.
- 3.5 The ECC reserves the right to refuse any application without stating a reason for doing so. The ECC also reserves the right to impose additional conditions where the nature of an application or other factors in their opinion so demand.
- 3.6 If the Hirer cancels the hire giving at least 28 days notice then a refund of the hire charge and deposit will be made in full. If less than 28 days notice is given the deposit will be refunded in full and some or the entire hiring fee maybe refunded at the discretion of the Booking Clerk and the ECC, depending upon circumstances prevailing at the time.
- 3.7 If the hiring is on a regular basis (e.g. daily, weekly or monthly), the hiring will continue on the agreed basis until such time as it is cancelled by the Hirer or the ECC in writing, giving at least 28 days notice.

#### **4. Use of the Centre**

- 4.1 The Centre has recently been refurbished at significant expense and it is an important condition of hire that the Hirer should make every effort to preserve its condition and appearance. In particular the Hirer is to take great care not to damage walls or the floor when moving furniture and, should any fluid of any description be spilt on the polished floor, the Hirer is to clean it up immediately. The wearing of metal stilettos heels on the wooden floor will cause damage, the hirer is to ensure that users of the hall wear alternative footwear.
- 4.2 The Hirer is responsible for ensuring good order and behaviour whilst the Centre is hired to him/her, and for the health and safety of all those using the Centre during the period of hire.
- 4.3 The Hirer is to be responsible for the activities at the Centre for the full duration of the event. The Hirer must provide an undertaking to be responsible for controlling the event so that neighbours are not unreasonably affected by the event, especially with regards to excessive noise levels.
- 4.4 Under current policy, birthday parties, up to and including 13<sup>th</sup> birthdays and 21<sup>st</sup> birthdays may be celebrated in the Centre, but 14<sup>th</sup> – 20<sup>th</sup> birthday parties may not.
- 4.5 At parties for those less than 14 years, 2 responsible adults must be in attendance on the Centre premises at all times, including the setup before the event and clean up afterwards.
- 4.6 The Hirer is to ensure that the Centre is left in the same state of cleanliness as it was found prior to the commencement of the hire. The hirer must leave the Centre clean, tidy and clear of rubbish at the end of the Hire. The cost of any additional cleaning required in order to return the Centre to such a condition after use shall be met by the Hirer.
- 4.7 Nothing shall be affixed (whether by the use of nails, screws, adhesive tape or other fixatives) to any wall, floor, or ceiling in the Centre, or to any of its fittings and fixtures, including furniture and surfaces.
- 4.8 The Hirer is responsible for ensuring that the layout of furniture conforms to Health and Safety provisions as defined by AVDC and that the fire evacuation routes and exits are fully accessible.
- 4.9 The Hirer is required to set out the tables and chairs, etc., to suit his/her own function and to return them to the same places upon completion of the event. Furniture is to be returned clean and is to be stacked safely where applicable.
- 4.10 Bonfires, fireworks, or 'Chinese Lanterns' are not permitted within the Centre or its grounds.
- 4.11 All exits must remain unobstructed at all times during the period of hire.
- 4.12 The Hirer is to be responsible for and must ensure that prior to an event the Health and Safety brief is read, informing and familiarising every one of the fire exit routes and all fire safety provisions during the period of hire. The Hirer must also nominate a person to be responsible to ensure the safe exit of any disabled people using the Centre, through the appropriate fire exit route.
- 4.13 The Hirer is to ensure that neighbours of the Centre must not be inconvenienced by inconsiderate parking blocking driveways or impeding traffic using Schorne Lane.
- 4.14 The Hirer is to ensure that all persons vacate the Centre at the time specified on the Application Form. The Hirer is allowed 15 minutes prior to and after the event which is not chargeable. However, if additional time for set up and clean up is required the ECC reserves the right to levy an additional charge. Failure to vacate by the stated time will result in an additional discretionary charge becoming payable.
- 4.15 The Hirer is to be responsible for ensuring that all lights and equipment are turned off, and that the Centre is left with all windows and doors secured and locked.
- 4.16 ECC personnel & the Wesley Centre Booking Clerk shall be permitted free access to the Centre in the event of any emergency.
- 4.17 All instructions given by ECC personnel to the Hirer or to any other persons present during the period of hire shall be complied with immediately.
- 4.18 The Police and other emergency services are to be permitted to enter the Centre at any time.
- 4.19 The ECC takes no responsibility for any goods, materials; equipment, clothing, or other articles brought to or left in the Centre by the Hirer or persons using the Centre at his invitation.

- 4.20 It is the responsibility of the Hirer to ensure that all electrical equipment brought into the Centre and used during the period of hire has been safety checked by a qualified electrician.
- 4.21 In the event of the Centre and surroundings being rendered unfit for the use of which it has been hired, the ECC shall not be liable to the hirer for any resulting loss or damage whatsoever.

## **5. Insurance & Indemnity**

- 5.1 The Hirer shall not do anything that will or might invalidate in whole or in part any insurance affected by the ECC in respect of the Building.
- 5.2 The Hirer shall indemnify the ECC and keep the ECC indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
- 5.2.1 the use of the Premises by the Hirer;
- 5.2.2 any breach of the Agreement; and/or
- 5.2.3 the cost of repairs to any damage done to any part of the Premises or Building.
- 5.3 Unless the ECC otherwise agree, the Hirer shall take out adequate insurance in respect of the liability of the Hirer and at the request of the ECC shall produce to the ECC evidence of such policy and of the payment of the premiums for it.
- 5.4 The ECC's policy does not cover persons carrying on or employed on commercial businesses, during the period of hire (e.g. professional entertainers, caterers etc.), and that in such instances the hirer is responsible for ensuring that such persons also hold their own public liability insurance cover for a minimum of £2 million.
- 5.5 The Hirer must ensure that adequate public and personal liability insurance policies are in place.

## **6. Safeguarding**

- 6.1 The Hirer confirms that the Hirer has received or downloaded a copy of the ECC Safeguarding Policy, available from [www.wesleycentre.org](http://www.wesleycentre.org) and has an understanding of it, and undertakes to follow it or comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy) for the safeguarding of children, young people and vulnerable adults at the Centre.

## **7. Miscellaneous matters**

- 7.1 Hirers are advised that smoking is not permitted in the Centre or within the fenced area.
- 7.2 Animals, other than guide dogs, are not permitted into the Centre and fenced area.
- 7.3 By signing the Application form for the hire of the Wesley Centre the hirer confirms:**
- 7.3.1 If the applicant will not be in attendance during the hire then he must nominate a responsible adult who will be responsible for ensuring that the Centre is used in accordance with the Conditions of Hire. The applicant is responsible for ensuring that the designated responsible adult is given a copy of the Conditions and is familiar with their requirements. He or she is to ensure that the nominated person's details are given on the application form.
- 7.3.2 That they will abide by the Conditions of Hire as laid out above.