**Nuneaton United Reformed Church**



**Application to Hire Nuneaton United Reformed Church**

**Premises**

Please read the attached conditions of hire and then complete this form, sending it to Mrs Jenny Oliver, 203, Weddington Road, Nuneaton CV10 0HE 02476387065

who will contact you regarding the request and indicate the hire charges,

Date/s of Hire ……………………………………………………

Please tick the accommodation (the ‘Premises’) you would like on that date/s.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Max capacity | AM | PM | Evening | Hire charge per hourFor office use |
| The Church Sanctuary | 500 |  |  |  |  |
| Use of sound system in Sanctuary |  |  |  |  |  |
| Sound system in Sanctuary with operator |  |  |  |  |  |
| Boswell Hall | 150 (conference) |  |  |  |  |
| Bracher Hall | 40 |  |  |  |  |
| Elsie Baker Room | 30 |  |  |  |  |
| Lounge | 8 |  |  |  |  |
| Small Chapel | 40 |  |  |  |  |
| Entire premises |  |  |  |  |  |
| Kitchen/use of cooker |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Hire Charge |  |  |  |  |  |
| Deposit 10% (non refundable) |  |  |  |  |  |
| Key deposit £10Refundable on return(Long term lets only) |  |  |  |  |  |

**Application to Hire Nuneaton United Reformed Church**

**Premises**

**This Application is made by/on behalf of (‘The Hirer):**

Please specify Hirer’s/Organisation name and contact details

**For the following event/purpose: (‘the Purpose’)**

Title/type of event/purpose: …………………………………………………….

Anticipated content/activities: ……………………………………………………

Will you want food on the ‘Premises’? (If ‘Yes’ please give details)

**NOT APPLICABLE UNDER COVID REGULATIONS**

Will you want beverages on the ‘Premises’? (If ‘Yes’ please give details)

**NOT APPLICABLE UNDER COVID REGULATIONS**

**NOT APPLICABLE UNDER COVID REGULATIONS**

Please note If the kitchen is used, Hirers must provide their own towels, tea towels, aprons, washing up liquid/ sanitising fluid and antibacterial surface cleaner. Food may not be served to the general public from this kitchen. All rubbish must be removed when vacating the premises and all surfaces left in a clean and tidy state.

Maximum number of persons anticipated to

use the Premises on this hire: ……………………………………………………

How many users will be children: …………………………………………………..

**The ‘Church’ policy for Safeguarding must be followed.** This can be found on the church website.

**Parking**

Our standard condition for all parties hiring any part of our premises is for the allocation of **one** parking space **only** for the event organiser whilst actually on the premises.

Other participants are permitted to drop off and collect goods, equipment and passengers prior to and after an event and vehicles must be removed from the Church Car Park, **immediately** after unloading/loading.

**Cancellation**

The Hirer must give two week’s notice in writing to the Letting Officer of any cancellation of the hire, otherwise the applicable Hire Charge(s) will be payable

**The applicant Hirer acknowledges that:**

1. This Application is made subject to the Conditions of Hiring Church Premises (“the Conditions”) (and the “Rules and Regulations”) which have been read, understood and accepted by the Hirer and will be observed by the Hirer and all those persons using the Premises pursuant to this Application, but in the event of any discrepancy between the Conditions and the information in this Application, the provisions of this Application shall prevail
2. The Hirer has read understood and agrees to follow the Church’ Special Conditions of Hire during COVID 19
3. The Hirer has read, understood and agrees to follow the Church’ Evacuation and Fire Emergency Plan.
4. The Hirer has read and understood the ‘Church’ Safeguarding Policy to be followed and will implement it. The Hirer will respond without delay to every complaint which suggests that a child, young person or adult at risk has been harmed or is at risk of harm and co-operate with the police and Children’s and Adult Services in any investigation.
5. This Hiring Agreement is not intended to confer exclusive possession on the Hirer and that accordingly no tenancy of the Premises is intended to be created. The Premises remain under the control of the Elders who reserve the right to enter the hired space at any time and for any reason. Where any temporary storage facilities are provided under this Application this is not on an exclusive basis and the Elders reserve the right to relocate any stored goods at any time and for any reason.
6. The Hirer must be over 21 years of age and cannot sponsor any event for anyone under 21. All functions must finish and the building be vacated by 10.30pm
7. The Hirer will not do anything on or around the premises which will be a nuisance or annoyance to the Church members or the Church’s neighbours.
8. The Hirer understands that the Elders need contact information and that unless otherwise instructed the information will be kept securely in accordance with the Church Data Privacy statement.
9. The Elders reserve the right to refuse any application for a hiring and are not obliged to disclose the reason for doing so.
10. **This Agreement supersedes any previous agreement made between the Church and the Hirers.**

Signature of applicant, Hirer ………………………………. Date ………………………

Position in group/organisation on whose behalf this application is made, if applicable

 ……………………………………………………….

Email address ……………………………………………………………….

Address including postcode ………………………………………………………………

 ………………………………………………………………

Telephone number(s)

Day ………………………….….Evening……………………………..Mobile…………………………………

Signed on behalf of the ‘Elders’ …………………………………………………………….

**Please send this form to Mrs Jenny Oliver, 203, Weddington Road, Nuneaton CV10 0HE 02476387065**

**, together with a deposit cheque of 10% of the hire charge**

**Please make cheques payable to Nuneaton URC”**

**Payments by BACS also accepted. Sort code 05 06 43 Account 41771804**

**If you agree to our keeping your contact details on file please indicate Yes No**

Data Privacy Policy available on request