

Felixstowe Methodist Church

Booking Conditions for hire of church premises

- Bookings are accepted on the understanding that the premises are not required at the same time for any church function, which must take priority.
- The hirer or an alternative responsible person must be on site the whole time the premises are being used. That person must be responsible for compliance with these conditions of use, security of the premises, calling the Fire Brigade in the event of fire etc. Fire safety notices are displayed in each room.
- Any accidents, incidents or damage must be reported to the Bookings Secretary or Property Steward.
- *A note of any accident or injury must be recorded in the Accident Book provided in the First Aid Box which is located in the kitchen.*
- The hirer must comply with the church's safeguarding policy. (see church website)
- Children shall be kept under adult supervision at all times.
- No emergency exits may be blocked or fire appliances removed or tampered with.
- The church shall be reimbursed for any damage caused to the property or church equipment by the user.
- Insurance to cover the period of hire is the responsibility of the person or organisation hiring the premises.
- The hirer shall not allow betting or gambling in any form (other than raffles and tombola games for low value prizes, no alcohol prizes permitted), nor use of the premises for the supply, sale, or consumption of alcoholic beverages, nor for any other purposes contrary to the Standing Orders of the Methodist Church.
- No entertainment shall be given on the premises without the programme being submitted to, and approved by, the Church Council.
- Use of the premises shall be confined to the designated areas as agreed beforehand and other areas, must be considered "out of bounds".
- The hirer shall leave the premises clean, tidy and clear of rubbish.
- Failure to leave the premises in a tidy condition will result in future applications being refused and a supplementary charge levied if extra cleaning is required.
- All lights and taps must be turned off, windows closed and the premises made secure at the end of the hire.
- No nails, tacks, screws or similar objects shall be driven into any part of the premises. No posters, placards or similar articles shall be fixed to walls. No public notices may be exhibited on the church notice boards or outside the church unless prior permission is granted.
- No additional lights or other electrical appliances shall be used without the consent of the Property Steward.
- No bookings will be taken from any political party or for party political events.
- We are a Fairtrade Church and strongly encourage hirers to use Fairtrade products whenever possible.
- In any publicity for events, the correct location names should be used:
 - Felixstowe Methodist Church @ Trinity
 - Felixstowe Methodist Church @ Seaton Road
 - Felixstowe Methodist Church @ Trimley
 - or Felixstowe Methodist Church @ Kirton
- Felixstowe Methodist Church Council reserves the right to refuse any application.