

GENERAL INFORMATION DOCUMENT

WORK IN PROGRESS

Can include more information about TOC - your mission statement etc

Note a lot of the detail below will also be repeated on the website but this document provides a printed version in case the hirer needs to pitch the venue to others

Type of hirings that you offer

Photos of other successful events held - can be updated as you get more

Contact numbers - emergency

Repeat of No Alcohol Policy

By agreeing to the hire you accept that you have read and agreed to the other documents

Level of insurance cover you offer

Need to inform of any external contractors you will be using and the need to make sure that they hold the required levels of insurance

Any limits on numbers

Notes about access and any parking restrictions

Noise levels and consideration of neighbours

The Booking Process - What happens after you have requested a booking date - I will complete this for you

I will also require photos of the spaces on offer including the garden area

I will also require the following:

Name and email address of Booking Administrator - the person who will say yes or no to a booking - also their mobile number

Name and email address of the current treasurer who will be handling the payments and their mobile number - This will need updating when the new treasurer is appointed later in the year

The names and email addresses of any additional users that will need access to the booking information for whatever reason

Anyone will be able to access the booking calendar via the website at any time without a login but they will require user access to see information like booking names and additional requirements.

TERMS & CONDITIONS DOCUMENT

PLEASE RETAIN THIS SHEET FOR REFERENCE UNTIL AFTER THE EVENT

Terms and Conditions

- Access to the hall is only by the front door. The rear door is a fire exit and should only be used in an emergency.
- Children must be supervised at all times by responsible individuals.
- The building must be left clean and tidy after use, and all furniture and equipment returned to its proper place.
- All rubbish should be placed in black plastic bags and deposited in the rubbish bin outside. (The key is hanging in the cupboard over the cooker.)
- Alcohol, smoking or gambling is NOT permitted within the whole of the church premises, including the grounds.
- Under the terms of our insurance, Compton Methodist Church is not liable in the event of any incident/accident which may occur within your group while on the church premises.
- As part of agreeing to these terms, you are also required to declare that you are familiar with our Policy and the Summary of our Guidelines on Safeguarding Children and Young People.
- Under Health and Hygiene regulations, any food preparation is restricted to our kitchens and due care should be taken to ensure that everything you use, including the work surfaces are thoroughly cleaned before you leave.

Finally, we at The Oreston Centre are pleased to welcome you into our church buildings. There are many activities which take place here throughout the week, details of which you can find on our website. Newcomers are always made welcome.

Our services are held every Sunday at 10.30am, when activities for children are available, and our evening service is at 6.30pm. We should be delighted to see you.

We hope you have a very enjoyable event.

God bless you.