

## WHALLEY METHODIST CHURCH

### GENERAL INFORMATION FOR ROOM HIRERS

- The church can rent its rooms to hirers for one-off hires, or more regular bookings
- To make a booking enquiry, please email: [bookings@whallemethodist.org.uk](mailto:bookings@whallemethodist.org.uk)
- The booking period must include time for setting up before and clearing down after the event.
- If a hirer wishes to make a one-off booking for an event, payment will be required in advance of the event being held, and a licence for hire (see sample licence in the Terms and Conditions section) will be issued prior to the event which must be agreed to by the hirer in advance
- If a hirer wishes to make a regular booking, a licence (see sample licence in the Terms and Conditions section) permitting third party use will be issued and payment must be made monthly in arrears, on receipt of invoice. The hirer will be issued with a key to the building, and a Keyholder Form must be signed. All keys must be returned to the Bookings Secretary once the period of hire has ended.
- All users of the building must ensure they leave the room(s) they have used clean and tidy – using the cleaning equipment provided, if necessary. All chairs and tables must be returned to their normal locations.
- All users must remove any of their rubbish from the building after their event
- No alcohol may be consumed, sold or raffled on the premises
- No Halloween events may take place on the premises