

Woodstock Methodist Church

Minister Rev Alison Mares

Hire of Church Premises 2017

Premises available when not being used for church activities

The church (suitable for seating up to 90 people) @ £16 per hour.

The hall (suitable for seating up to 40 people) @ £12 per hour.

The meeting room (suitable for seating up to 10 people) @£8 per hour.

The above charges are for 2017 and will be reviewed annually.

Weekly users who use the premises for 48 weeks or more are eligible for a 10% discount in fees.

Kitchen facilities and small coffee bar available but those using this facility will need to bring their own coffee, tea, milk etc.

A/V facilities may be available by prior arrangement and a charge may be made for its use.

Prohibited activities

- Any form of gambling, except raffles and other charitable fundraising activities with prior permission.
- Consumption of alcoholic liquor.
- Sales for commercial profit.
- Excessive noise or any other form of antisocial behaviour.

Reservations

These may be made online at <http://woodstockmethodists.org.uk> or by e-mail (bookings@woodstockmethodists.org.uk) or telephone 01865 376112. All verbal enquiries should be confirmed by letter or e-mail All reservations must include full details of the event including any major re-arrangement of furniture.

Accounts

These should be settled within seven days of making the booking and at least one day in advance of the date of the booking, whichever is the earlier. Payment can be made online via Paypal, or with cheques made payable to "Woodstock Methodist Church". For those organisations wishing to pay by direct bank transfer the details are as follows:

Bank Name: The Co-operative Bank

Sort Code: 08-92-99

Account number: 65459599

Account Name: Woodstock Methodist Church

Cancellations

We understand that on occasions these may be unavoidable but we reserve the right to charge a cancellation fee of 50% of the total payable if reservations are cancelled less than one week before the booking.

Using the facilities

- The keys for the various rooms are held in a key safe on the side wall of the church. You will be informed of the key code prior to your event so that you can access the keys and let yourselves in. Please ensure you lock up after your event, return the keys to the key box and make sure that the key box is locked before you leave. Please note that key codes are not made available until your account has been paid in full.
- There is no cleaner employed for these facilities. This enables us to keep the costs for hire down but we do request that you leave the premises as you find them. Cleaning materials are available in the kitchen and main cupboard in the hall. Any breakages must be reported (either by phone or email) and may be charged for.
- In the event of any accident, please record details in the accident book which is kept in the kitchen. This is a Health and Safety requirement.

Insurance

All organisations using the hall on a regular basis (ie. use the premises more than 3 times in any calendar year) must have their own insurance cover as they will not be covered by church insurance. Such users must provide us with a copy of their insurance.

Safeguarding

We appreciate that most organisations will have their own safeguarding policy but would ask that you take note of the church safeguarding statement which is found both on the church website (<http://woodstockmethodists.org.uk>) and the church noticeboard.