

## **STAINES METHODIST CHURCH** **BOOKING AND USE OF PREMISES**

The use of the premises of Staines Methodist Church, which comprises the Main Hall, Lounge and Kitchen downstairs, and the Small Hall (or Room 1), Room 2, Room 3 and Kitchen upstairs, is welcomed by the Church Council, subject to the following conditions.

- **Constraints:** Use of the premises is subject to the approval of the Church Council who respectfully request that Rowdiness, Smoking, Consumption of Alcohol, Gambling, and the promotion of commercial interests, should not take place on the premises.
- **Limitations:** The Church does not have a Caretaker and therefore you are responsible for your own physical arrangements of the setting out of chairs and tables, putting them back in place at the close of your meeting, and ensuring that the rooms are clean and tidy after use.
- **Safeguarding:** It is a legal requirement of the Methodist Church that all users of the premises are aware of the document entitled “**Safeguarding**” relating to the care and welfare of children and young people on church premises, a copy of which is displayed on the Church Noticeboard..
- **Charges:** In order to cover the cost of maintenance and everyday running expenses of the building, (heating, lighting, cleaning etc.), the charges for the use of the premises have been fixed in accordance with the scale of charges shown on the attached page.
- **Car Parking:** Users are asked to note that the circle outside the church is for dropping off only, since it is needed for occasional car parking by the Minister or Officers of the Church. Parking is available nearby in the Riverside or Tothill Multi-storey Car Parks.
- **Church Closure:** Occasionally the premises have to be used for funerals or other church functions. We try to avoid times when the premises have been booked in advance, but if this cannot be avoided then you will be informed as soon as possible, and the booking charge refunded.
- **Booking:** To book the premises and make arrangements about collecting and returning keys, please contact the **Church Booking Secretary:**

**Matt Sendorek**

**Tel: 01784 459984**

**email: [bookings@stainemethodistchurch.org.uk](mailto:bookings@stainemethodistchurch.org.uk)**

(or [matt.sendorek@btinternet.com](mailto:matt.sendorek@btinternet.com))

- **Payment:** Payment for the hire of the premises should normally be made **in advance** of the booking date. Cheques should be made payable to “**STAINES METHODIST CHURCH**”. You are advised that receipts will not normally be issued unless specifically requested and if required to be sent by post a stamped self addressed envelope should be included with the request.
- **Cancellation of Bookings:** The full charge will be made for the bookings unless cancelled by the hirer at least 22 days before the hire date.
- **Correspondence:** Payments and all correspondence regarding bookings should be sent to:

**Matt Sendorek**

**107b Chertsey Lane**

**STAINES**

**Middlesex TW18 3LQ**

## SCALE OF CHARGES FOR USE OF STAINES METHODIST CHURCH PREMISES

**NB** Top line denotes minimum charge covering first 2 hours.  
Second line denotes additional charge after first 2 hours per hour or part.

The **COMMERCIAL** rate is applicable to commercial users (eg meetings, conferences and other activities by trade or professional bodies).

The **STANDARD** rate covers the normal use of the premises for activities not directly connected with the Staines Methodist Church (eg private functions, club meetings etc.)

The **CHARITY** rate is for Charitable organisations and activities that are directly connected with Staines Methodist Church.

MONDAY TO FRIDAY	COMMERCIAL		STANDARD		CHARITY	
	9am-6pm	6pm-10pm	9am-6pm	6pm-10pm	9am-6pm	6pm-10pm
MAIN HALL (Not Sanctuary)	£	£	£	£	£	£
	33.00 16.00	51.00 25.00	25.00 12.00	42.00 20.00	22.00 10.00	35.00 17.00
LOUNGE & KITCHEN or ROOM 1 and UPSTAIRS KITCHEN	26.00 12.00	35.00 17.00	19.00 9.00	28.00 13.00	17.00 8.00	25.00 12.00
	ROOM 2 or ROOM 3 (hourly rate)	12.00 17.00	9.00 14.00	8.00 11.00		

SATURDAY AND SUNDAY	COMMERCIAL		STANDARD		CHARITY	
	9am-6pm	6pm-10pm	9am-6pm	6pm-10pm	9am-6pm	6pm-10pm
MAIN HALL (Not Sanctuary)	£	£	£	£	£	£
	42.00 20.00	69.00 34.00	33.00 16.00	55.00 27.00	30.00 14.00	46.00 22.00
LOUNGE & KITCHEN or ROOM 1 and UPSTAIRS KITCHEN	35.00 17.00	51.00 25.00	28.00 13.00	42.00 20.00	25.00 12.00	38.00 18.00
	ROOM 2 or ROOM 3 (hourly rate)	17.00 24.00	14.00 20.00	11.00 18.00		

### CHARGES FOR HIRE OF EQUIPMENT

Crockery and cutlery for **TEAS ONLY** included in fees for hall hire.

**PIANOS** are available in Main Hall, Lounge and Room 1 (they must not be moved from room to room). Charge for use £9.50 per session.

A **SOUND SYSTEM** is available in the Main Hall with radio mike and loop amplifier for hearing aids. Charge £6.00 per session

A **Photographic Screen** is available for hire @ £6.00 per session