**Application for Hire of Church Premises for Organisations & Charities**

Date of let required:

Room Name:

Premises available (time in): To be vacated by (time out):

Organisation:

Type of event:

Name & Address of Person Booking :

Telephone number:

Email address:

Cost:

Invoicing Arrangements: (Name, email, and telephone of person paying invoice. Write “SAME” if same person who is booking.)

You will be invoiced monthly in arrears (at the start of each month) unless otherwise specifically agreed. All invoices are to be settled within 30 days of the date or the invoice.

Please make cheques payable to: Gracious Street Methodist Church

Or by Bank Transfer to: VirginMoney, Account No 33782480 Sort Code 05 05 45

**Conditions of Hire**

* No alcohol is allowed on Church premises.
* No smoking, vaping is allowed on Church premises.
* The managing trustees may need to occasionally move groups to alternative rooms from those booked. Every effort will be made to notify the user in advance but this may not possible in all circumstances.
* On special occasions (e.g. Holy Week) the managing trustees may need to cancel a pre-booked session. Every effort will be made to notify the user in advance along with an offer to attempt helping the user reschedule their session should they desire.
* Premises to be left clean & tidy when vacated and any damage to the premises or fixtures and furniture to be reported to the trustees. The hirer is responsible to indemnify the managing trustees against the cost of all repairs if damage occurs.
* There is no parking allowed by the side of the Church, access is permitted for loading and unloading only.
* If hiring for more than three occasions the hirer must take out and maintain a policy of insurance and provide a copy of the said documents to the managing trustees. The managing trustees mayfrom time-to-time request evidence of the policy and premiums paid for it.
* Should either party wish to terminate this agreement then a period of 4 week’s notice will be required.
* The person or group hiring the premises must confirm they have seen a copy of Gracious Street Methodist Church’s [safeguarding policy](https://graciousstreetmethodist.org.uk/wp-content/uploads/2024/05/Safeguarding-policy-2023_signed.pdf) and [door vigilance policy](https://graciousstreetmethodist.org.uk/wp-content/uploads/2025/04/Gracious-Street-Methodist-Church-Door-Vigilance-Policy.pdf), have an understanding of them, and undertake to follow the policies for the safeguarding of children, young people and vulnerable adults at the premises whether they are a part of your group or not. The most updated copies of these policies are located on our website (<https://graciousstreetmethodist.org.uk>) by selecting “Documents/Forms” under the “About Us” tab.
* The hirer must not do anything to harm the reputation of the church or local community.
* Hirer to make arrangements for emergency contact (No Public Telephone available)
* Please ensure all lights are turned off and all exits are locked on departure. Rooms and equipment used must be left clean and tidy back into the standard state for the room. Please remove your rubbish.
* You are responsible for conducting your own Risk Assessment for your activity and for ensuring that all activities comply with current Health & Safety regulations
* Please ensure that any portable, mains powered, electrical appliances which are brought onto our premises have been Portable Appliance Testing (PAT) certified and labelled by a competent engineer. (Please note Gracious Street accepts no responsibility for the cost of such testing).
* If you are having stalls, please remember that no electrical items should be sold.
* Raffles, tombolas and minor games of chance may be held at fundraising functions subject to the following rules:
  + The only expenses which can be deducted are those for printing tickets and purchasing prizes
  + The total amount spent on prizes must not exceed £50. None of the prizes may be cash prizes
  + No prizes of alcohol are permitted – even for consumption off of premises
  + Sale of tickets and announcement of the results must take place during the course of the function. Tickets must not be sold off the premises.
  + The raffle/tombola must not be a substantial inducement for persons to attend the event.

I agree to abide by the conditions set out.

Signed:

I have read and will abide by Gracious Street Methodist Church’s safeguarding and door vigilance policies.

Signed:

**Nidd Valley Methodist Circuit**

**Gracious Street Methodist Church, Chapel Street, Knaresborough, HG5 8AN**

**Evacuation procedure to be followed in the unlikely event of a fire at Gracious Street Methodist**

In the unlikely event of a fire incident the audible alarm system will sound off and also the warning light will flash on and off at front and left of the church worship area above the door leading to the Priory Room. The leaders of the various group activities must organise immediate evacuation of their group from the premises. Safe exit doors must be used (see plans on ground and first floor noticeboards for positions of these exits and the 16 fire extinguisher points). People should be led out to a safe area at the assembly point in Chapel Street Carpark (Bus pick up point) until the incident is dealt with. If it is an obvious fire incident and there is a real risk of damage to persons or property, the Emergency Services must be called out.

If there is a church official on site at the time of the incident, they should ensure groups are following this evacuation procedure and check the premises are completely empty before checking and re-setting the Logic alarm located in the Bridge entrance. Gas and electricity mains should be turned off as soon as possible but only if safe to do so. The gas valve is located in the meter compartment at ground level near the Chapel Lane entrance doorway and the mains power switches/circuit breakers are in the corridor adjacent to the worship area (adjacent to the pigeon holes).

If the church official is familiar with the fire extinguisher equipment and there is no real risk to personal safety, they may try and tackle the incident before the emergency services arrive. If the alarm ceases and there is nothing or nobody at risk, then after 5 minutes the person in charge shall re-set the alarm and organise re-occupation of the premises. The incident shall be recorded in the Fire Book which is kept in the Church Secretary's office.

If there is no Church official on site, then please call one of the management team:

|  |  |
| --- | --- |
| Eleanor Borkett 01423 862345  Mob: 07790543271 | Rev Gordon Hay 01423 863298  Mob: 07852 817475 |
| Bill Rodham 01423 865846  Mob: 07977 244712 | Jeanette Mowatt 01423 867511  Mob: 07848 833102 |