

1. Pre-amble

The Wesley Church Centre is a community venue in the heart of Chester city centre. The faith community makes the premises available to community groups on a lettings basis as part of its expression of God's hospitality. The hire fees we charge are to cover the costs of administering lettings and to offset some of the costs of running our premises.

2. Eligible hirers

Spaces will be let to groups and organizations from the commercial, statutory, faith, voluntary, community or charitable sectors. Differential rates may be applied (see pricing) to each sector. See section 7 for prohibited activities.

3. Facilities available for letting

Space	Approx size (m)	Approx capacity	Accessible
Worship area	Body 16 x 16 Chancel 7 x 7	250	Yes
Hall	11 x 9	100	Yes
Coffee lounge	6 x 6	25	Yes
Upper room	6 x 4.5	25	Yes
Crèche	9 x 5.5	35	Yes
Atrium	9.3 x 5.5	60 (standing)	Yes

4. Equipment and facilities available

Chairs and tables – included

Flipcharts, paper and pens - included

Piano and organ – included

Kitchen and servery – usage must be agreed with Centre Administrator

IT equipment: additional charges apply

Other music or specialist equipment: additional charges apply

5. Booking, confirmation, variation, termination and payment process

Booking of spaces at Wesley should be made through the Administrator either by 'phone (01244 323037), e-mail (office@wesleychester.co.uk) or in writing (The Office, Wesley Church Centre, St John Street, Chester CH1 1DA). A contact name, address and telephone number must be given at the time of booking. A written confirmation of the booking will then be sent out, identifying the date, time, space and cost.

Should a date or time need to be renegotiated, this must also be done through the Administrator and as much notice as possible is required in order to accommodate any changes. If a booking has to be cancelled, then 48 hours' notice is required. If 48 hours' notice is not given during the winter months a late cancellation charge will be levied to cover the heating costs incurred. This charge will only be waived in exceptional circumstances.

Termination of a regular booking requires one month's notice in writing to the Administrator.

Payment for use of a space is required after the session and an invoice will be sent out within a week of the space being used.

OPTION 1: Payment is preferred by cheque, made payable to 'Wesley Methodist Church'. Once payment has been received, a written receipt will be issued. Cheques can either be handed in to the Wesley Office, posted through the outside letterbox, or in a sealed envelope and pushed through the office door letter flap.

OPTION 2: Payment by cash is possible for any invoice amount up to and including £25. Where this option is used, the cash sum has to be handed over in person to a member of staff in the Wesley Office. Please note that the office is not able to provide change and we ask that groups/individuals have the right amount if they are paying by cash. ***Under no circumstances is money to be pushed through the door of the office, left in the box outside the office or posted through the post box on the outside ramp. Once payment has been received, a written receipt will be issued.***

7. Restrictions and prohibitions

The following are prohibited on our premises:

- Bringing alcohol or illegal drugs onto the premises for any reason including consumption, prize or sale
- Gambling unless prizes are modest, the main purpose is fundraising and the activity has been agreed by the Centre Manager
- Approaching members of the public on the premises in connection with campaigning, fundraising or sales activities unless agreed in writing by the Centre Manager
- Meeting in connection with any illegal activity including extremist politics
- Smoking anywhere on the premises
- Use of the lift is only permissible if a group has booked an upstairs room.

8. Security

Lettings during public opening hours

If a letting occurs during hours when the premises are normally open to the public, the staff present carry responsibility for the security of the premises.

Lettings outside of public opening hours

1. Regular bookings (activity not open to general public)

- The hirer must nominate a keyholder willing to supply their name, address and telephone number. This person takes personal responsibility for:
 - o The security of the premises during the letting period
 - o Locking up and leaving the premises secure at the end of the letting period
 - o The safekeeping of the key provided - Wesley will impose a charge of £60 for each lost key

2. Ad hoc / irregular bookings where the activity not open to general public

- The hirer will normally be asked to collect a key and to return it the next day or by a specified time. This person takes personal responsibility for:
 - o The security of the premises during the letting period
 - o Locking up and leaving the premises secure at the end of the letting period
 - o The safekeeping of the key provided - Wesley will impose a charge of £60 for each lost key
- Any variation on this must be agreed with the Centre's Administrator

3. Ad hoc bookings where the activity open to the general public

- The centre will appoint a paid warden to open the premises and stay on site during the letting period. This person will be responsible for building security during this time. The hirer will be responsible for the cost of paying the warden.

If a group has booked the premises outside of public opening hours and security of the building is compromised during the lettings period, they can contact Andrew Herbert on 07930 639246.

If the fire alarm sounds during the lettings period, it is the group's responsibility to call the fire brigade and ensure swift evacuation of the premises through the nearest exit. The fire alarm panel can be found on the left-hand side of the wall at the open entrance to the kitchen. To cancel the fire alarm, once the fire brigade has been called, type in

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using the number keypad in the middle of the panel and then press the bottom, furthest right key with the ✓ on it, then the key 'reset alarm'.

Andrew Herbert should then be contacted on 07930 639246. If he does not respond, please ring the Revd Neil Stacey on 07904 337945.

9. Responsibilities

Use of equipment and spaces:

The **hirer** is responsible for leaving hired spaces as they were found (e.g. restoring the original layout of furniture). ***If you have a mobile telephone we advise that you take a photo of the layout before you move any furniture to ensure you can restore the layout correctly. Tables in the Hall, Atrium and Coffee Lounge must be lifted, and not dragged, as dragging damages the table legs.***

Damage:

The **hirer** is responsible for the costs of putting right any damage which occurs to the premises, its equipment goods or materials, which can reasonably be attributed to the letting activity.

Health and safety:

The **hirer** carries primary responsibility for ensuring the health and safety of those involved in the letting activity, including members of the general public for events which are open to the public.

Should an accident happen during the letting period, when the Centre is open, the **hirer** must record the accident in the **Accident Report Book** kept in the Office. If an accident occurs during a letting period outside the Centre's normal opening hours, the **hirer** must submit a written report to the Centre Administrator as soon as possible with details as per attached sample form.

The **church** carries responsibility for notifying the hirer of any significant or new risks presented by the premises themselves.

Safe use of electric wheelchairs, scooters, etc. on the premises:

The **hirer** is responsible for controlling movement within crowded areas for electric wheelchair and scooter users for any event attracting more than 10 people. Vehicles may, for example, need to be guided through at a different time from the main flow

of people to ensure total separation. The onus is on the **hirer** to make vehicle occupants/operators aware that they must remain stationary when others are moving within the space.

Safeguarding:

Where an activity involves people aged under 18 or vulnerable adults as defined by the Independent Safeguarding Authority, the **hirer** must complete a declaration to confirm that its safeguarding arrangements comply with the standards laid down by the Methodist Church.

Contents insurance:

Our insurance policy will not cover losses to equipment belonging to lettings groups. Hirers storing equipment on our premises should consider arranging their own cover.

Public liability insurance:

Our insurers (Methodist Insurance) limits cover to the policyholder's own activities. *Lettings groups must therefore obtain their own policy cover.* The only exception is that one-off events held by lettings groups will continue to be covered, up to a maximum of three events by any one group in any 12 month period.

Copyright / performing rights:

Wesley is not a licensed performing rights venue and the onus is on the **hirer** to ensure their compliance with all prevailing copyright and performing rights law, and to pay any fees due.

June 2014