



Hire of the rooms at Diss United Reformed Church

Diss URC
Mere Street
Diss IP22 4AD
Website: dissurc.org.uk

How to book

1. Please contact Mrs Gabrielle Pagan 01379 650770 Email gabriellepagan@gmail.com
2. A visit to see the building will be arranged between the contact person and a church member
3. Complete the booking form and post it to Diss URC (address above) or email to Gabrielle Pagan.
4. **Single bookings:** Please complete the form below and agree to the booking conditions. The full payment is due 7 days before the event. For payment please use:
Bank transfer to Diss URC Building Account, sort code 30-99-50, account no. 61871568
or cheque to 'Diss URC Building Account' and deliver to Gabrielle Pagan at the church address.
5. **Multiple bookings:** Dates should be secured in writing/email and payment should be made each month by bank transfer or cheque.

Hiring room rates at Diss URC from 2023: Please see the pdf on website under the 'how to book' tab for the up-to-date prices of the different room rates charged

Please complete this form to:

- Secure your booking of the rooms
- Agree the rate to be paid
- Confirm that you have read the booking conditions
- Provide a signed record for the Hirer and the Church

Name of group/individual hiring:

Reason for hire:

Name & position of person to contact:

Address & postcode:

Tel numbers & email:

Date required	Room/s to be used	Start time	Duration of hire	Rate and cost
1.				
2.				
3.				
4.				
5.				
6.				
				Total due and date

Booking Conditions:

1. Access to the building will be decided on an individual basis with the contact person at the time of the first booking. This will either be in person by a church member or provision of a key (please sign the form below if you wish to have or are in possession of a key to the building).
2. Each Hirer is responsible for arranging the rooms as they need. Small or large fold-away tables and extra chairs are available, if requested.
3. For safety reasons, the maximum number of people at any event held on the premises must be looked at carefully. Please discuss your expected numbers when booking the rooms.
4. The Hirer must have public liability insurance and any other appropriate cover for the activities they are undertaking in the building. The Church cannot be held responsible for any accident and/or injury which occurred or was sustained during the activity session being undertaken by the hiring organisation. Any accident or injury must be recorded in the accident book, which can be found alongside the First Aid Kit in the kitchen.
5. The building is fire safety checked and fire safety equipment is checked annually.

There are 3 fire exits; the large double front doors leading to Mere Street, the back door to the car park and the side door to the driveway.

All of the exit doors have a key on a chain nearby, to allow instant opening from the inside.

There is a **FIRE RISK ASSESSMENT** and **FIRE EVACUATION POLICY** held in the church and on the Diss URC website. It is the Hirer's responsibility to read these and become familiar with the risks identified and the building layout. In case of evacuation, the suggested meeting point is on Mere Street, on the other side of the road, outside Aldi.

Smoking anywhere on the church premises inside and outside is strictly prohibited.

6. Any groups hiring the premises, where vulnerable adults or children are attending, must have a **SAFEGUARDING POLICY** in place for their organisation. The URC's policy is available to read on the church notice boards and it also on the church website. This includes local emergency numbers if needed.
7. Each group hiring the building for a regular or one-off event, must have their own **RISK ASSESSMENT** for the building, stipulating how they are going to be using the premises and if it is safe for each activity undertaken, depending on the age, numbers and capability of the participants.
8. Each group must nominate (and inform the participants) one person who will be the designated **FIRST AIDER** and **FIRE EVACUATION CO-ORDINATOR**, in the event of an emergency during the hired session.
9. The premises are to be left clean and tidy at the end of each booked session. Hirers must remove all rubbish associated with their booking. General waste goes in the black bin at the back of the building or it must be taken away if the bin is full.
10. Please ensure that all the internal lights are switched off and all extra heating devices, including the water heater in the kitchen, if used (please follow the instruction on the water heater and do not switch off at the wall plug). Please check that all external doors are locked on leaving the premises.
11. The provision for sale of alcoholic beverages during a hired session may only take place with the express permission of the church members with notice, 4-6 weeks before the event.
12. The church car park is small and so parking must be looked at carefully by the Hirer, if many attendees are expected. Please ask for more information if you are unsure about parking for your group/event.
13. For regular users: If the building is required by the church for their own use (for a one-off occasion), then your booking will need to be rearranged on that date. Notice will be provided in writing (email) and by phone call, as soon as the Church becomes aware of this.
14. There is WIFI at the premises and the password can be provided upon request.
15. The PA system and hearing loop are available for use by hirers, only with prior arrangement and training will be given to one designated person only. If used, please ensure it is switched off and put away before leaving the building.
16. The address of the church in case of emergencies is:

DISS URC, MERE STREET, DISS IP22 4AD

What 3 words /// Peachy, uplifting, last

This emergency information can also be found on the notice boards inside the church building.

Please sign below to confirm that you have read and accept these booking conditions:

I representing the group.....

have read and accept the booking conditions and understand that Diss United Reformed Church cannot be held responsible for any loss, damage or injury sustained at the premises, associated with the event/hire or control of the people attending.

I agree to indemnify Diss URC in respect of any damage to either person or property.

Signed (Hirer)..... Name..... Date.....

Signed (Church)..... Name..... Date.....

Please sign here if you are in possession of a key to access Diss United Reformed Church and that you will return this key at the end of the hire contract.

I have a key to Diss URC

Front door/ Side door/ Back door key (circle which key/s you hold)

Signed

Date