



New Hope Centre, 95 York Road, Reading, RG1 8DU

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### COMMUNITY GROUPS ROOM BOOKING FORM

<b>Room to be hired:</b>	<i>Please tick all rooms required</i>
Ground Floor <input type="checkbox"/> £17.50 per hour* <i>(More than 5 hours a flat rate of £87.50 applies)</i> First Floor Hall <input type="checkbox"/> £17.50 per hour* <i>(More than 5 hours a flat rate of £87.50 applies)</i> Second Floor Meeting Room <input type="checkbox"/> £12.50 per hour* <i>(More than 5 hours a flat rate of £62.50 applies)</i> (*or part hour)	<b>Rooms Available</b> 9.00am-9.30pm Mon-Fri 10.00am-9.30pm Sat
<b>Date of Hire:</b> <input style="width: 150px;" type="text"/>	
<b>Time of Hire: From:</b> <input style="width: 100px;" type="text"/> <b>To:</b> <input style="width: 100px;" type="text"/> <i>Please note that your booking times must include time for setting up and clearing away.</i>	
<b>Proposed Activity:</b> <input style="width: 150px;" type="text"/>	
<b>Equipment Required (all equipment subject to availability):</b> Long Tables*: <input type="checkbox"/> (8)     Short Tables*: <input type="checkbox"/> (6)     Coffee Tables*: <input type="checkbox"/> (5) Chairs*: <input type="checkbox"/> (70)     *please enter numbers, max available indicated in brackets Other: <input style="width: 400px;" type="text"/>	
Oven <input type="checkbox"/> <i>No additional charge</i> Microwave <input type="checkbox"/> <i>No additional charge</i> Flipchart <input type="checkbox"/> <i>No additional charge</i> Whiteboard <input type="checkbox"/> <i>No additional charge</i> PA System <input type="checkbox"/> <i>Special conditions apply - please ask for details</i>	
<small>We will confirm whether the equipment requested is available. The hirer is responsible for setting up and clearing away the room.</small>	
<b>Total Cost of Hire (Room Hire plus Additional Charges):</b> £ <input style="width: 150px;" type="text"/> <p style="text-align: center;"><i>PLEASE MAKE CHEQUES PAYABLE TO "Newhope Community Church"</i></p>	
<b>Contact Name/Organisation:</b> <b>Address:</b>  <b>Telephone:</b> _____ <b>Email:</b> _____	
I confirm I have read and accepted the terms and conditions printed overleaf and noted that <u>smoking and the consumption of alcohol are not permitted on these premises.</u>	
<b>Signed</b> ..... <b>Dated</b> .....	

## Terms and Conditions for the Hire of the New Hope Centre (September 2015)

Definitions: "Hirer" shall mean the person or organisation named in the application form for the hire of the premises. "Greyfriars Church - New Hope Centre" (hereafter New Hope) shall mean the Centre Manager, the vicar or representatives of New Hope.

### Terms and Conditions:

1. All applications for the hire of the premises must be confirmed in writing to New Hope. The person signing the application form and any promoting organisation (if any) shall both be considered the hirer and shall be jointly and severally liable thereon.
2. All charges shall be paid at the time of the booking and no engagement will be considered a firm booking until payment has been made in full.
3. Cancellations will be charged at the following rates:-
  - a) Cancellations with more than 1 months notice - 10% of fees
  - b) Cancellations between two and four weeks notice - 25% of fees
  - c) Cancellations between one and two weeks fees - 50% of fees
  - d) Cancellations with less than one weeks notice - 100% of feesCancellations must be in writing (or by e-mail) to New Hope
4. No copyright work shall be performed without the licence of the copyright holder. The hirer shall indemnify New Hope against any infringement of copyright that may occur during the hiring.
5. No excisable liquor (alcohol) shall be brought onto or consumed on the premises
6. No smoking shall be permitted on the premises or the use of naked flames (including candles)
7. No cylinders of compressed or liquid gas should be brought onto the premises
8. No stage play should be performed unless previously approved by New Hope and unless there is in existence a theatre license for the premises obtained from the appropriate authority
9. All functions and activities in the hired premises will be subject to the control of New Hope who may cancel any booking if the use of the hired premises appears to be inconsistent with New Hope's intended use. New Hope shall not be liable to compensate the hirer in any respect of any loss resulting in such a cancellation.
10. The hire of the premises does not entitle the hirer to use or enter the premises at any time other than the hire period unless prior arrangements have been made with New Hope
11. Unless otherwise agreed with New Hope the hire of the centre does not include the use of the rear car park. New Hope reserves the right to make a charge of £50 in respect of any vehicles parked without authorisation.
12. The premises are in a largely residential area and the hirer should ensure that any activity connected with a hire of the premises causes no disturbance to surrounding properties. The hirer will be liable for any claims or actions made as a result of the hire.
13. All hires shall vacate the building no later than 9.30 p.m.
14. The hirer shall not sub-let any part of the premises and shall not permit any entry to anyone not under the hirer's direct control and responsibility
15. The hirer is responsible for damage to the hired premises, adjacent premises and any property therein, arising as a result of the use of the premises by the hirer however and by whomsoever caused
16. New Hope shall not be responsible for any loss or damage arising out of the hire of the premises. The hirer shall indemnify New Hope against any claim, which may arise out of the hiring or

may be made by any person resorting to the hired premises during the period of the hire.

17. The hirer shall be responsible for ensuring that all relevant legislation pertaining to their activity (e.g. Health and Safety, Food Safety, Child Protection, etc) is complied with during the period of their hire.
18. The right of entry to the hired premises is reserved to New Hope and any police officer at any time during the hiring.
19. The hirer shall ensure that good order is kept in the hired premises during the hiring and New Hope may, if they think fit, charge the hirer for any extra expense they may incur to preserve order prior to, during or after any entertainment or meeting in the hired premises.
20. Nothing shall be affixed to the hired premises or be displayed outside the hired premises without the prior consent of New Hope. The hirer shall remove any item displayed inside or outside the premises if in the opinion of New Hope it shall be unseemly or expose the hired premises to undue risk of fire or in the opinion of New Hope is likely to lead to a disturbance or breach of the peace. The hirer will also be required to remove any item deemed by New Hope to be compromising it's ethos as a Christian church/place of worship.
21. The hirer shall, at the expiration of the hire, leave the hired premises in a clean and tidy state
22. The property of the hirer and the hirers agents must be removed at the expiration of the hire period or fees will be charged at the normal hourly rate until the objects are removed. New Hope will accept no responsibility for any property left on the premises. Any property unclaimed after two weeks from the end of the hire period will be disposed of by New Hope and any costs for the disposal will be reclaimed from the hirer.
23. All scenery and costumes used for stage performances or the like must be fireproofed
24. No exits may be blocked, chairs or obstructions placed in corridors, fire appliances moved or tampered with or any other safety equipment moved or tampered with. The hirer will indemnify New Hope for the repair, replacement or servicing of safety equipment damaged, discharges or tampered with during a hire.
25. The hirer shall ensure that the operating instructions for the lift are followed and will indemnify New Hope against any costs incurred should this not be done (e.g. alarm, call out or repair costs).
26. No additional lights or extensions from existing light fittings shall be used without the prior consent of New Hope
27. No part of the hired premises shall be used for the sale of real or personal property by auction or otherwise without the prior consent of New Hope
28. The hirer shall be responsible for the setting out of chairs and any other equipment provided for the hire. The hirer is similarly responsible for putting these items away at the conclusion of the hire period.
29. In signing a New Hope booking form the hirer is deemed to have read, understood and accepted all of the terms and conditions of hire without qualification.
30. New Hope reserves the right to alter or amend these terms without prior notice.
31. New Hope reserves the right to use images of activities at the Centre for the purposes of publicity and reporting. If you do not wish images to be taken you must notify the Centre Manager prior to the booking.
32. Any questions or queries regarding these terms and conditions should be directed to the New Hope Centre Manager  
[newhope.manager@greyfriars.org.uk](mailto:newhope.manager@greyfriars.org.uk)