

# St Andrew's United Reformed Church Scarborough.

## Hall and Room Booking Form

Name:

Email address:

Telephone number:

Organization (if applicable):

Is this a one-off hire or a regular booking? (delete as applicable)

Regular Booking / One off hire for \_\_\_/\_\_\_/\_\_\_\_\_

Address for invoice:

Please tick which hire slots you are interested in

		<b>Yellow Meeting Room</b>		<b>Beacon Hall</b>	
		Cost		Cost	
<b>Monday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>
<b>Tuesday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>
<b>Wednesday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>
<b>Thursday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>
<b>Friday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>
<b>Saturday</b>	10am – 1pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	2pm – 5pm	£20	<input type="checkbox"/>	£30	<input type="checkbox"/>
	6pm - 9pm	£15	<input type="checkbox"/>	£20	<input type="checkbox"/>

Please return your completed form to Chris Stevens, [candcstevens@outlook.com](mailto:candcstevens@outlook.com)

Spaces at St Andrew's are let out to a variety of organisations. The Beacon Hall, Yellow Meeting Room and Kitchen are available to hire. The church itself is also available for hire for events such as concerts. Toilet facilities, including for the disabled, are shared with other room users. There is a wheelchair accessible entrance to hall and the main church. There is a kitchen well equipped and has been used as a café.

The Beacon Hall can seat 75 in rows, and 50 seated around tables. It has a wall mounted projector screen and serving access to the kitchen. There is an electric piano available. A range of tables and chairs is available for you to set up the room as you require.

The Yellow Meeting Room offers a basic meeting space, which can seat 15-20 around a table. A range of tables and chairs is available for you to set up the room as you require.

The church sanctuary has good acoustics and has proved an excellent venue for concerts. There is a large dais at the front of the church which can be used as a stage – Please note that the central stone pulpit is not movable. There is a sound system and 2 microphones available for an extra charge should you need them. Prices to hire the church itself start from £50 an hour. An organ and piano are also available. Please contact us to discuss your needs.

The church can seat around 800. The balcony area is not available for seating. For weddings, please see our weddings page on the website. [www.scarborough-urc.org.uk/weddings](http://www.scarborough-urc.org.uk/weddings)

All rooms are hire out from 10-1, 2-5 or 6-9. You can of course book two sequential slots if you need a longer hire period.

We ask that you do not arrive before your booking time and have tidied up and are ready to leave the building at the end of your session time. If you have any problems during your time here, please contact the caretaker.

We want to support our local community, if you are a support or recovery group, or a community support group and will struggle to pay a room rental please speak to us.

If you have any questions please speak to Chris Stevens on **07443006879** or email [candcstevens@outlook.com](mailto:candcstevens@outlook.com)

## Terms and Conditions for Hire of Rooms.

Together with your Booking form, these Terms and Conditions form the contract between the Hirer and St Andrew's United Reformed Church.

1. We will give you access to your room during the times you have booked neither before nor after – the time required for setting up and clearing away is included in the booking period. The Church premises and any additional equipment hired (whether belonging to the Church or not) must only be used by the Hirer, and for the specific purpose agreed.
2. We will endeavour to provide you with your room as booked. However, we reserve the right to cancel, reschedule or terminate with good reason. In this case our liability will be limited to the value of the room hire already paid for any cancelled booking. Under normal circumstances either party must give one month's notice in writing of intention to cancel a regular hiring agreement.
3. The hire fee is payable at least 7 days before each event. We reserve the right to cancel without notice if payment has not been received according to these terms.
4. The Hirer shall not sub-let the hired premises, in whole or in part.
5. Any members or visitors to your event who arrive early are welcome to wait in the gardens. All members of the Hirer's group must leave the Church premises promptly at the end of the booking time.
6. Children or vulnerable adults are should appropriately safeguarded and supervised at all times and particularly during any necessary evacuations of the premises.
7. Aggressive or abusive language or behaviour will not be tolerated on the Church premises, and anyone breaking this rule will be asked to leave the premises immediately by a member of staff or Church officer.
8. Smoking, including e-cigarettes, is not allowed on Church premises.
9. No betting, gaming or lotteries are permitted on the premises.
10. If the kitchen is used to provide a meal, the Hirer must ensure food hygiene legislation is adhered to. All items used are to be washed, dried and returned to correct cupboards and the kitchen is to be left clean and tidy.
11. Rubbish must be disposed of into the bins provided or taken away with you.
12. Any music or other sound must be kept at a reasonable level and must cease by the conclusion of the event. The Hirer is responsible for obtaining any necessary music licence.
13. No material, decoration or other articles shall be fixed to any part of the Church premises in a way that will cause damage.
14. The Hirer must ensure that all doors to and from the Church premises are kept unfastened, unobstructed and immediately available for exit during the whole time the premises are in use, and no obstruction shall be placed or allowed to remain in any corridor or driveway giving access to the Church premises. If the Hirer fails to observe and perform any one or more of the above stipulations St Andrew's URC United Reformed Church may cancel any other engagement for the premises that the Hirer may have made without incurring liability to the Hirer whatsoever.
15. If the Church premises are not left in a clean and tidy condition or any fixtures, fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand.
18. Heating is the responsibility of St Andrew's URC. Hirers must not use any form of supplementary heating or fiddle with the heating controls. Please note this is an old listed building and can sometimes be draughty.
19. If we have space available, we may offer the facility to store a limited amount of equipment. Any stored items must be removed at the end of the period of hire and

such storage is entirely at the Hirer's own risk as we accept no liability for any of your equipment stored on the Church premises.

20. St Andrew's URC accept no liability for the death or personal injury to any persons attending any activities within St Andrew's URC as a hired premises, or for any loss or damage to any property belonging to such persons.
21. Hirers must obtain their own insurance to cover all liabilities including public liability and for their own equipment.
22. The Hirer shall keep St Andrew's URC indemnified against any claims resulting from any incidents whatsoever.
23. Where applicable, i.e. groups for Children or Adults at Risk, the Hirer must have an appropriate Safeguarding Policy and Procedures.
24. St Andrew's URC has conducted risk assessments for fire evacuation and reminds all Hirers that whilst there is fire fighting equipment on site, the Hirer is responsible for:
  - - Conducting their own assessment regarding the needs of the people attending the event them, including evacuation drills.
  - - Ensuring such attendees are fully aware of the procedure for exiting the Church premises.
  - - Ensuring attendees are aware of the need to alert other users of the Church premises should evacuation be required (raising the alarm).
25. In the case of emergencies (Fire, Medical Emergency or Criminal Act) the emergency services should be contacted as soon as possible. The Hirer must comply with the current Health and Safety Regulations. Any accidents or incidents however small must be reported to the caretaker or an officer of St Andrew's URC who will complete the mandatory documents.
26. These terms and conditions are designed to protect both the Hirer and St Andrew's URC. Any breach by the Hirer will result in termination of the hire agreement without notice or compensation.