

## Downham Market Methodist – Room Hire

### FREQUENTLY ASKED QUESTIONS

**COVID-secure:** Please be aware that all bookings require a COVID Risk Assessment to be submitted by the hirer. Bookings will only be taken if they comply with the current Government guidelines. Downham Market Methodist Church reserves the right to terminate a booking if the hirer is not complying with COVID-secure guidelines.

#### 1. What rooms are available to hire?

The Main Hall	A large room measuring 8.5m x 14m with a staged area at one end
The Function Room	A medium sized room, 5.5m x 12m
The Classroom	A small square room suitable for small groups (5.5m x 5.5m)
The Annexe	An informal area with sofas and carpet for small groups (3.5m x 8.5m)
The Sanctuary/Church	The Church itself. This can be hired for concerts or special services.

All rooms have access to male and female toilets.

#### 2. What are the costs?

Main hall	£13.00 per hour
Function room	£8.00 per hour
Classroom	£6.00 per hour
Annexe	£5.00 per hour
The Church	£13.00 per hour (concerts only). For services, please contact the minister.

#### 3. What insurance cover do I need?

For regular bookings, the hirer will need to provide evidence of Public Liability Insurance. For one-off hires, there is a special booking form which explains insurance cover.

For regular bookings, a key will be provided on payment of a deposit. Hirers are responsible for ensuring that the building is secure at all times, especially if using the building in the evenings.

#### 4. What facilities are on offer?

Each room is equipped with tables and chairs. The hirer will need to set these out as they require. Please state at the time of booking what your requirements are.

WiFi is available throughout the building.

Please note that we are not able to provide audio visual equipment in the meeting rooms, but you may bring your own. You will need to provide your own screen too.

Hirers are expected to leave the room as they found it.

#### 5. Is the building and all its facilities fully accessible?

Yes. There is an accessible toilet.

6. Are there facilities for catering? Can refreshments be provided?

The church kitchen is used Monday to Friday by the church. If you require refreshments, it may be possible to arrange this with the kitchen staff.

It is possible to hire the kitchen space in the afternoon (for bookings from 2pm), for which there is a one-off charge of £7.00.

It is permissible to bring your own cold drinks.

7. As it is a church, are there any particular activities which would not be allowed?

Downham Market Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children or of people when they are vulnerable and at risk are paramount. All hirers are required to read the Church's Safeguarding Policy. The lettings secretary will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the District and Circuit Safeguarding Officer.

The Methodist Church has strict guidance on gambling on its premises, including raffles and lotteries. These activities can only take place if carried out within the restrictions laid down by the Constitutional Practice and Discipline of the Methodist Church.

No alcohol may be brought onto the premises nor consumed on the premises.