

Toll Gavel United Church Room Charges & Information

As from April 2019

Church	£175/3 hours + £12 per additional hour	Spencer Room	£8.50 per hour
Hall/Kitchen	£50/3 hours + £12 per additional hour	Wesley Room	£8.50 per hour
Welcome Room & Coffee Bar	£10 per hour	The Ark	£8.50 per hour
The Drive	£25 per morning £35 per full day	The Gallery	£8.50 per hour
Drive Stalls – 2 stalls	£5 per stall per day	The Den	£8.50 per hour

Booking Fee: We require the full payment for a one off booking prior to the event. If an event is cancelled with less than 48 hours' notice we shall have to charge 25% of the full charge to the hirer. A £10 deposit is required in bookings for Coffee Mornings in the hall and a £50 deposit is required to confirm the use of the church.

WiFi: Free WiFi is available throughout the hall and church area.

Fairtrade Policy: Toll Gavel Church is a registered Fairtrade Church and supports and promotes the use of Fairtrade products wherever possible.

Insurance: For regular users of the premises please check that you have a group insurance policy which covers any claim made against you by the victim of an accident which is the result of negligence on your group's part.

Safeguarding: We have to ensure that those who use our premises for regular or occasional use declare that they are familiar with the Home Office code of practice and the safeguarding policy of the Methodist Church. A copy of the Methodist Safeguarding Policy is available on request.

Clearing Up: All rooms should be left clean and tidy, and furniture left as set, **except** the Hall and Welcome room which should be left clear of tables and chairs after use.

Raffles: Raffles and Tombolas are allowed to take place in the Hall. Raffles are allowed in the Church as long as you only sell tickets and display prizes in the Church Centre. You may only announce winning numbers in the Church.

Hot Food: You are not allowed to serve hot food in the Church itself.

Alcohol: No Alcohol is permitted on Church premises – either inside or outside – and is not to be used for consumption or as prizes.

Cake Stalls: Cakes cannot be sold on the Church drive if there is a cake stall being held in the Hall as part of an event or booking (e.g. Saturday Coffee Mornings), but can be sold once that event has finished.

Publicity: It is the organiser's responsibility to advertise their event. We have several display areas in the church for posters. Please let us have copies at least a month in advance of the event.

Electrical Equipment: Any electrical equipment you bring on to the premises to use should have a valid PAT test certificate. We have some equipment available for hire which includes Laptop/projector/screen for £20. Please book in advance and discuss your requirements. You will need to have experience operating the equipment independently.

Performing Rights: We will need a list of any sheet music or plays to be performed, so that we can inform the Performing Rights Society. Charges may occur.

Health and Safety: Users must read the full Health and Safety Policy before using the premises, which is available on our website. www.tollgavelchurch.org.uk.