



**DOWNING PLACE URC**  
**Emmanuel Church**  
**Trumpington Street**  
**Cambridge CB2 1QY**  
**Tel : 01223 351174**  
**Email: [ann@downingplaceurc.org](mailto:ann@downingplaceurc.org)**

### **HIRE OF FACILITIES AT EMMANUEL CHURCH, TRUMPINGTON STREET**

Thank you for your enquiry. Please complete the enclosed letting form and insurance waiver form with details of your booking, including rehearsal/preparation times as required, and return to me together with a £50 deposit and a copy of your Public Liability Insurance, where appropriate (see below). Cheques should be made payable to "Downing Place United Reformed Church" and dated with the date of your event.

#### **Deposit**

The deposit is held against:

- any damage to the premises in connection with the booking
- any loss of the key or key-card
- the buildings being left in a tidy and secure manner with all lights turned off and doors locked
- full payment of the invoice within one month of issue.
- full payment of the Performing Rights fees within one month of invoicing

If the booking is cancelled the deposit is not refundable.

#### **Insurance**

Groups, organisations and professionals are expected to have their own Public Liability Insurance. Insurance for one-off private events (for example, a birthday party or wedding reception) may be arranged on request for an additional charge - please indicate on the form if you need this.

#### **Performing Rights Society**

Although, as a church we are exempt from Public Entertainment License, we are not exempt from paying Performing Rights Society fees. The Performing Rights Society raise quarterly invoices, and you will be invoiced by the church within 4 months of the concert for any fees which are due.

#### **Electrical Equipment**

If you plan to bring any of your own electrical equipment to plug in, we will need to issue you with an RCD protected adaptor to use. Please indicate on the form if you will require this.

#### **Booking Rates**

Rates are given as our standard rate. Reductions may be available for regular bookings and for charity events.

#### **Other Requirements**

If you have any other requirements, please let the office know as soon as possible.

#### **Safer Space**

Emmanuel has been accredited by the Encompass Network as a Safer Space for LGBT+ people; meaning they are safe, welcomed and supported here.

#### **Keycard**

Nearer the date in question we will need to arrange a time for you to collect a key-card, which will give you access to a key for the premises. Meanwhile if you have any queries please do not hesitate to call me.

Ann Auger  
Church Centre Manager

**DOWNING PLACE URC**  
**Emmanuel Church Booking Form and Charges for 2020**

DATE(S) OF HIRE					
GROUP/FUNCTION					
CONTACT PERSON					
CONTACT TELEPHONE					
EVENT DETAILS	Arrival Time	Event Start Time	Event End Time		Departure Time
<b>ROOMS</b>	<b>TIMES OF HIRE</b>	<b>NO OF HOURS</b>	<b>RATE</b>		<b>£TOTAL</b>
CHURCH			£44.00	per hour	
GALLERY			no additional charge		
HALL			£32.00	per hour	
GARDEN ROOM			£22.00	per hour	
TYNDALE ROOM			£22.00	per hour	
KITCHEN		Basic use Full use	£22.00 £50.00	per event	
<b><u>FACILITIES</u></b>					
ORGAN			£68.00	per event	
GRAND PIANO			£38.00	per event	
PIANO TUNING	Tuning will be automatically arranged and charged to you if you plan to use the piano unless you opt out. Please sign below if you wish to opt out of having the piano tuned. I confirm I do not wish to have the piano tuned before my event .....		Charged at cost - approx. £75		
SOUND SYSTEM		Basic use Full use	£16.00 £48.00	per event	
RCD ADAPTORS	We will provide RCD adaptors if you are planning to bring your own electrical equipment		No charge		
INSURANCE (private individuals only)			£18	per event	
<b>SPECIAL OFFER</b>	Book two sessions in the church for £440.00 and have use of the kitchen and hall (as available) at no extra charge.		8am – 1pm 1pm – 6pm 6pm – 11pm		
			<b>SUB-TOTAL</b>		
			<b>DEPOSIT</b>		
			<b>TOTAL BALANCE</b>		

**INSURANCE WAIVER AND  
ACCEPTANCE OF TERMS AND CONDITIONS**

- The hirer is responsible for the security of the building at all times during the hire period.
- The hirer will enter Emmanuel Church only at times agreed in the booking form
- The room(s) hired will be used only for the purposes stated on the application form
- The hirer will ensure that all fire and safety regulations are observed while using the building:
  - that all fire exits are kept clear at all times
  - all fire doors remain closed
  - no fire equipment is tampered with or removed except in the case of fireCosts incurred due to misuse of fire equipment will be charged to the user in full.
- The hirer will not allow use of any naked flames such as candles without prior agreement
- The hirer will remove all rubbish from the premises, including glass and cans which should be taken away for recycling.
- Additional cleaning costs incurred where rooms are not left as found will be charged to the user.
- Downing Place URC and its supporting charities cannot be held responsible for loss, damage or injuries sustained at the premises at Trumpington Street, Cambridge, if associated or connected in any way with the event, or control of the event, to which this hire relates.
- The hirer will indemnify Downing Place URC and its supporting charities in respect of any damage to the property arising out of negligence of the hirer and/or their invitees
- There is a strict 'no smoking' policy within the church premises
- No alcohol will be sold on the premises
- The provision and consumption of alcohol is not allowed in any part of the premises except by *prior* special arrangement
- The required deposit must be paid before the booking can be confirmed.
- The deposit will be returned if:
  - The building is left with all doors locked and all lights turned off
  - There is no damage or loss to church property
  - The key and key card have been returned promptly – within 7 days of hire of premises
  - Full payment for the hire is received within one month of invoice
  - Full payment of Performing Rights Fees (where applicable) are received within one month of invoice
- In the event of cancellation the following charges will apply:
  - Less than 4 weeks' notice – 50% of total charge
  - Less than 14 days' notice – 75% of total charge

NAME OF HIRER: .....

ADDRESS: .....

TELEPHONE: .....

DATE OF EVENT(S): .....

NATURE OF EVENT(S): .....

**I/ we have read and accept the above conditions and I/ we agree to be bound by them.**

**Signed:** .....

**For/ on behalf of:** .....

**This form must be completed and returned to Ann Auger, Church Centre Manager, together with a deposit cheque for £50 before the booking can be confirmed**