

Room Bookings Terms and Conditions (Effective 01/01/2017)

Booking requests can be made by telephone, email or in writing and details will be held on a provisional basis for the number of days agreed with the centre. After expiry of this period the request may be released without notice if there has been no confirmation.

The centre will issue a booking form confirmation which will include:

- Date and time of booking
- Rooms hired and estimated number of attendees
- Preferred room layout
- Catering arrangements
- Equipment requirements and any additional items agreed. (You must inform us in advance if any of your clients have special requirements such as , wheelchairs
- Where a booking requests use of our IT equipment, the Client/Company responsible for the booking event is liable for any damage/repair costs to equipment found to be damaged during their use.
- Charges for hire.

The booking confirmation will incorporate these terms and conditions of letting into the contract and the Centre will not let rooms or provide facilities on any other basis. A copy of the booking documentation will be included for signature and return. It is a condition of this contract that you do not sub – let or assign all or any part of it, or purport to do so.

Unless they specifically refuse, all groups will automatically become members of Cornerstones and will be welcome to make any comments, suggestions etc, on the management of the project. In addition a General Meeting will be held annually. This is in order to comply with the requirements of the Charities Commission.

For those organisations who have fixed bookings over long periods, will need to complete an annual booking form, which must be returned within 4 weeks of receipt to guarantee your booking.

The notice containing the privacy information required under data protection legislation about how the Cornerstones use any personal information acquired or used in relation to the Hirer's use of the Premises and the Event is available online (www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice), at the Building or via Cornerstones direct.

Cancellations

Cancellations must be in writing and advised as soon as possible. If a cancellation is advised before the scheduled event date, the following cancellation provision will apply:

- Less than 1 week before event date no reduction in total estimated charges
- 1 to 2 weeks before the event date 15% reduction in the estimated costs
- 3 to 6 weeks before the event date 50% reduction in total estimated charges
- 7- 10 weeks before the event date 75% reduction in total estimated charges
- Over 10 weeks before the event date no hire charge to be made

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Total estimated charges will be based on the confirmed numbers and all pre - booked facilities, such as room hire, catering costs incurred equipment etc. These charges, less the appropriate reduction where applicable, will be payable on submission of a final invoice.

Termination

The centre has the right to serve notice at any time terminating the contract with immediate effect if:

- You are in breach of any of the terms and conditions of this contract, or
- If the room (s) hired is used, or if the centre reasonably believes it is to be intended for use for any purpose other than that agreed with the centre.

Cancellation in any of these circumstances will not entitle you to make any claims but shall be without prejudice to the rights of the Centre.

- When Rooms are booked more than 6 months in advance a non-refundable deposit of 20% or a minimum deposit of £10 is required.
- Rooms hired will be allocated at time of booking, however Cornerstones reserves the right to allocate a similar standard of room on the date of the booking, if necessary.
- One full day consists of 8 hours and half a day 4 hours any further hours will be charged subsequently
- Permission to 'trade' or advertise on premises must be sanctioned through the Management Committee
- The premises are a non-smoking / non-alcohol area
- The kitchen may only be used when supervised by someone with a Health and Safety / Hygiene certificate and must be left in the same condition as it is found.
- It is the responsibility of the users to leave the premises in a clean and tidy condition
- Neither alcohol nor gambling is allowed on the premises. However a raffle is allowed, providing prizes not exceeding £50 in value are given at the event and none are cash prizes. Intoxicants are not allowed as prizes.
- It is inappropriate for teachings contrary to Christian doctrine to be proclaimed on Methodist premises.
- Fees for the hire of premises are categorised by session times (see price list). Should any access be required on the previous day, this may constitute a further booking fee.
- All room bookings must initially go through the Cornerstones Office.

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- Groups wishing to hire the premises must provide proof of their own Public Liability Insurance with a limit of at least £1,000,000 unless they come under the following categories:
 - ❖ Come under the umbrella of the church
 - ❖ Will only be using the premises 1-3 times a year
- **All bookings where music will be utilised must be covered by your own current Public Performance Licence to comply with statutory legal requirements and a copy made available to the Cornerstones Office.**
- **Please do not plug in your device into our mains if you intend to watch/record/stream live TV, TV on demand/catch up services.**

In the interest of Health & Safety no group / organisation will be allowed prior use of the premises without first producing evidence of the above.

If you do not come under the above categories or do not have your own liability insurance please let us know and we may be able to offer advice.

Any persons wishing to hire the premises for any form of activity involving children and young people must have a risk assessment for the activity for which they are responsible, produce evidence of their qualifications to direct that subject and their current child protection policy.

No group or organisation will be allowed to use these premises as a base for their own organisation. Maximum usage of rooms for individual groups and organisations should not exceed more than three half day sessions per week.

Should fee charges change within the period of your booking you will be given 28 days notice of the revised charges. Invoices and Payments

- ❖ **All invoices must be paid within 14 days of receipt to the address shown on the invoice**
- ❖ Failure to pay outstanding invoices will result in an escalation process, and, where Debt Collection services are required, there will be an additional 20% fee added to the outstanding debt to cover those fees.

All cheques should be made payable to Chester-le-Street Methodist Church Reaching Communities

Room Details

The Centre has a Loop system, a lift and 'Changing Places Facilities and Defibrillator. Wireless Network is available. A Smart Board is available in the Bede Room.

If you need to use the kitchen there will be a set £20 fee but you must use your own consumables unless previously agreed arrangements have been made with Cornerstones Office.

Hire and erection of platform will constitute a £20 fee.

Tea and coffee is available at 60p per cup on request.

Buffets can be arranged in consultation with the Office. If you have any specific requirements please contact us to discuss possible provision of them.

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Remember to indicate your requirements clearly on the booking form provided.

Every effort will be made to allocate your room choice; however it may be necessary to allocate a different room which will comfortably accommodate your requirements. You will be notified should this be necessary.

Room	Size	Capacity	Per Hour	Per Half Day	Per Full Day
Upper Room (+ kitchen on request)	17.3m x 10m 57ft x 30ft	Theatre: 110 Conference: 100	Community Groups: £20 All other services: £21	£60 £63	£100 £105
Bede Room	6m x 9m 20ft x 29.5ft	Theatre: 30 Conference: 30	Community Groups: £20 All other services: £21	£60 £63	£80 £85
*Cuthbert Room	2.7m x 4m 9.8ft x 13ft	Boardroom: 6	Community Groups: £10 All other services: £11	£30 £33	£45 £50
*Wesley Lounge (Can be combined with Cuthbert Room)	6.1m x 4m 20ft x 13ft	Theatre: 20 Boardroom: 20	Community Groups: £15 All other services: £16	£40 £43	£55 £60
Cuthbert & Wesley combined	9.1m x 4m 31.5ft x 26.3ft	Theatre: 30 Boardroom: 30	Community Groups: £20 All other services: £21	£60 £63	£80 £85
Walter Best Hall (+ large kitchen on request)	9.6m x 11.9m 31.5ft x 39ft	Theatre: 80 Conference: 60	Community Groups: £20 All other services: £21	£60 £63	£80 £85
Church		Seated: 280	Community Groups: £20 All other services: £21	£60 £63	£100 £105
Aidan Room/Vestry	Suitable for 1:1 sessions		Community Groups: £10 All other services: £11	£30 £33	£45 £50

Menu Choices

Menu 1:	Menu 2:	Menu 3:
£4.35 per person Assorted Sandwiches Tea/Coffee	£5.25 per person Assorted Sandwiches Cakes, Cookies, Fruit, Crisps or a mixture Tea/Coffee	£5.45 per person Assorted Sandwiches Two Savories' Cakes, Cookies, Fruit, Crisps or a mixture Tea/Coffee

25% of sandwiches / savories' will be vegetarian unless otherwise requested

Tea / Coffee served at other times: 60p per person each time

Special dietary needs should be notified when confirming numbers

The Upper Room available for children's parties. £50 for 2 hours including kitchen

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Directions

From the A1(M)

1. Follow the signs for A167 towards Durham.
2. At the first roundabout take the 2nd exit towards the town centre.
3. At the mini roundabout, go straight across towards the Market Place.
4. The church is on the corner and the entrance to Cornerstones is via the ramp on the front left hand side

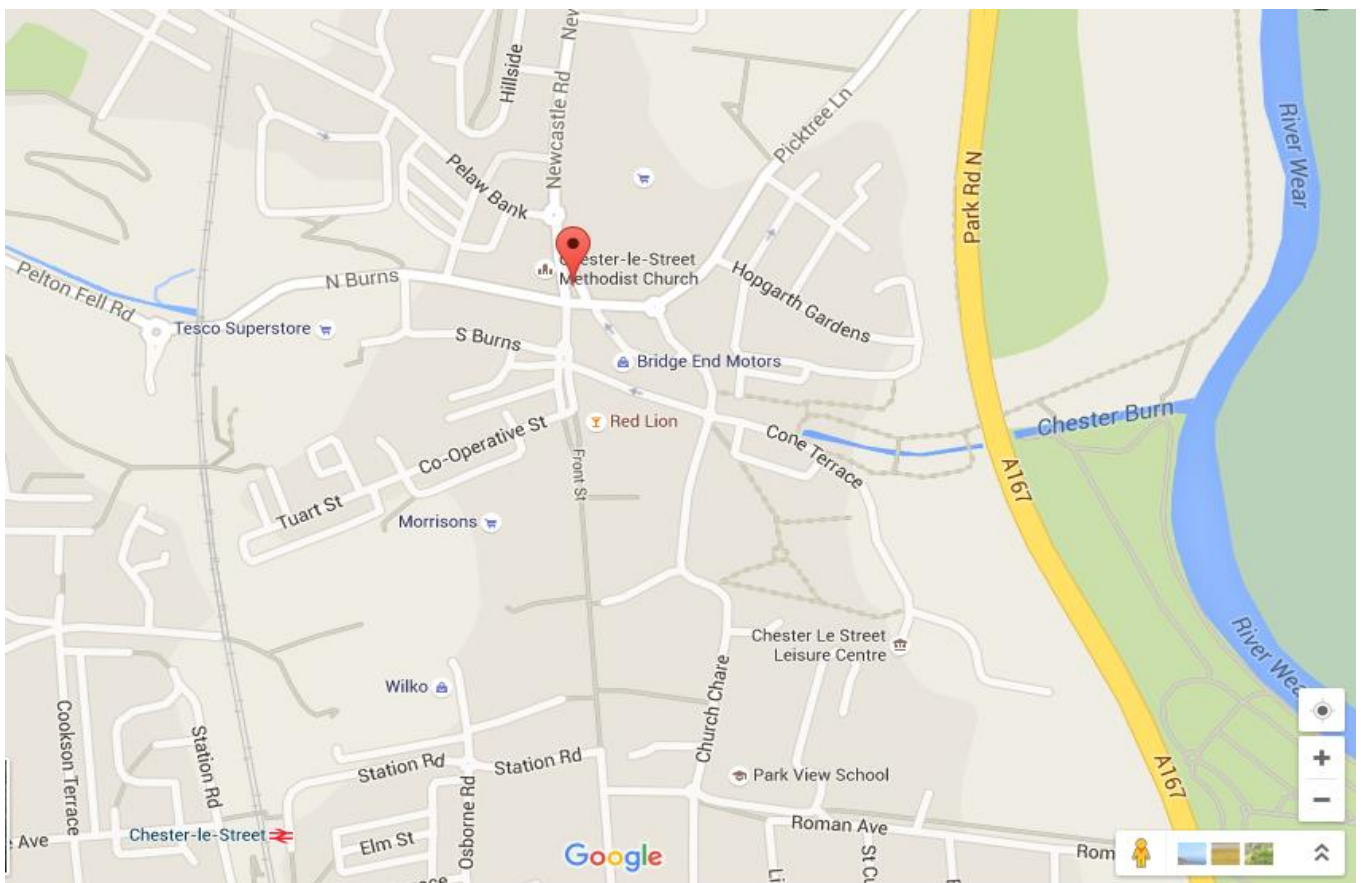
From A167

1. Follow the A167 north towards the A1(M) initially ignoring directions to the town centre/Chester-le-Street.
2. At the roundabout next to the Total garage (last roundabout before the A1(M)) take the first next sharp left towards the town follow directions 3 & 4 above.

Car Parking

Car parking is available within the town at a rate of £1.10 per day indicated by the P on the map. Free after 6pm and on Sunday

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