



**Wesley Methodist Church**  
and Community Hall

Cowbridge Road East (corner of Nottingham St.)  
Canton, CARDIFF. CF5 1JP

**Booking Application for Use of Premises**

Name of Applicant			
The name of the organisation that you represent (if any)			
Your contact address			
Your e-mail address			
Your contact telephone number			
The room(s) you wish to book			
The Day & Date you wish to book the premises			
The Time you wish to book the premises – to include setting up and clearing away <b>(in Hourly units)</b>	<b><u>From:</u></b>	<b><u>To:</u></b>	<b><u>No. Hours:</u></b>
The purpose of your booking eg. meeting, children's party			
Approximate number of people			
Any special conditions or requirements			
<b>For Regular Users only</b> – a copy of your Public Liability Insurance documents must be provided with confirmed bookings.			
Payment due/received ( <i>Cheques payable to: 'Wesley Methodist Church'</i> )	<b><u>No Hours</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Total Charge</u></b>
	£	£	
Arrangements for keys / access <b>All keys are supplied for the duration of the booked use only, and must not be copied or lent</b>			
I have read and agree to the 'conditions of use' overleaf, and will take responsibility for ensuring that the group is aware of fire precautions and fire exits.	<b>Signed:</b> _____		
I enclose the appropriate amount now due	<b>Date:</b> _____		

Please return this form to:- Booking Secretary, 35 Canton Court, Canton, Cardiff CF11 9BH.

## TERMS & CONDITIONS OF USE

Wesley Methodist Church Council is pleased to welcome you to use our Church / Community Hall facilities.

In order that all groups using the building know what is expected of them we must commit all users to the following conditions of use.

**- Constraints:**

Use of the premises is subject to the approval of the Church Council who require that Rowdiness, Loud Music, Smoking, Consumption of Alcohol, Gambling, and the promotion of commercial interests, should not take place on the premises.

**- Limitations:**

The Church does not have a Caretaker and therefore you are responsible for your own physical arrangements of the setting out of chairs and tables, putting them back in place at the close of your meeting, ensuring that the rooms are clean and tidy after use and that any refuse is removed.

**- Safeguarding:**

It is a legal requirement of the Methodist Church that all users of the premises are aware of the document entitled "Safeguarding" relating to the care and welfare of children and young people on church premises, a copy of which is displayed on the Church Noticeboard or can be downloaded from our website.

**- Charges:**

In order to cover the cost of maintenance and everyday running expenses of the building, (heating, lighting, cleaning etc.), the charges for the use of the premises have been fixed in accordance with the Scale of Charges (see below)

**- Insurance:**

Regular users are not covered under the church insurance policy and are required to take out public liability insurance cover in their own name, together with any other cover they require.

**- Church Closure:**

Occasionally the premises have to be used for funerals or other church functions. We try to avoid times when the premises have been booked in advance, but if this cannot be avoided then you will be informed as soon as possible, and the booking charge refunded.

**- Booking:**

To book the premises and make arrangements about collecting and returning keys, please contact the Church Booking Secretary: Mrs Margaret Mathias (Tel: 029 20 39 0527)

**- Payment:**

Payment for the hire of the premises should normally be made in advance of the booking date. Cheques should be made payable to "WESLEY METHODIST CHURCH". You are advised that receipts will not normally be issued unless specifically requested. Payments and all correspondence regarding bookings should be sent to:

Mrs Margaret Mathias  
35 Canton Court  
Canton  
Cardiff CF11 9BH  
(Tel No. 029 2039 0527)

**SCALE OF CHARGES - FROM THE 14th OF OCTOBER 2008**

The **CORPORATE** rate is applicable to commercial users (eg. for classes, meetings, conferences, training, etc)

The **NORMAL** rate covers the use of the premises primarily by voluntary organisations, charities and the local authority for activities not directly connected with Wesley Methodist Church (eg. for choirs, bands, local authority classes, private functions, parties, etc)

The **PARTNER** rate applies for the non-commercial use of the premises by our partners (eg. Innovate Trust, MIND, etc.)

The following are the hourly rates to be charged with a minimum charge of 2 hours. For regular Corporate / Normal day-time bookings a reduction may apply.

<b>ACCOMMODATION</b>	<b>Corporate (£ per hr)</b>	<b>Normal (£ per hr)</b>	<b>Partner (£ per hr)</b>
<b><i>WESLEY COMMUNITY HALL</i></b>			
• Main Hall	14.00	12.00	10.00
• Long Room	10.00	8.00	6.00
• Coffee Lounge / Kitchen	6.00	5.00	4.00
<b><i>CHURCH/COMMUNITY FACILITIES</i></b>			
<b>Ground Floor</b>			
• Worship / Meeting Area	15.00	12.50	10.00
• Canton Room	10.00	8.00	6.00
<b>Upper Floor</b>			
• Victoria Park Room	10.00	8.00	6.00
• The Balcony	10.00	8.00	6.00
<b>Audio-visual / PA Hire</b>			
A quotation can be provided, depending on requirements			