



# Wesley **Methodist** Church and Community Hall

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

## **Booking Application for Use of Premises**

<b>Name of Applicant</b> and organisation you represent (if any)			
Your contact address			
Your e-mail address			
Your contact telephone number			
The purpose of your booking e.g. meeting, children's party			
Approximate number of people			
<b>The room(s)</b> you wish to book			
<b>The Day &amp; Date</b> you wish to book the premises			
<b>The Time</b> you wish to book the premises – <b>to include setting up and clearing away</b>	<u><b>From:</b></u>	<u><b>To:</b></u>	<u><b>No. Hours:</b></u>
Any special conditions or requirements			
<b>Payment due</b> Please remember to add hourly rates together if you are booking more than 1 room. ( <i>Cheques payable to: 'Wesley Methodist Church'</i> )	<u><b>No Hours Charge</b></u>	<u><b>Hourly Rate</b></u>	<u><b>Total</b></u>
		£	£
<b>For Regular Users only</b> – a copy of the Public Liability Insurance documents must be provided with confirmed bookings.			
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. I enclose the appropriate amount now due.			
<b>Signed:</b> _____		<b>Date:</b> _____	
<b>Please return this form to:- Margaret Mathias, 35, Canton Court, Canton, Cardiff, CF11 9BH email:wesleybookings@gmail.com</b>			

**SCALE OF CHARGES**

Rate B charges apply to voluntary organisations, charities and individual users (e.g. parties)

Rate A charges apply to all other users.

For regular bookings a reduction may apply.

ACCOMMODATION	A	B
	£ per hour	£ per hour
<b><i>WESLEY COMMUNITY HALL</i></b>		
• Main Hall	14.00	12.00
• Long Room	10.00	8.00
• Coffee Lounge / Kitchen	6.00	5.00
<b><i>CHURCH/COMMUNITY FACILITIES</i></b>		
<b>Ground Floor</b>		
• Worship / Meeting Area	15.00	12.50
• Canton Room	10.00	8.00
<b>Upper Floor</b>		
• Victoria Park Room	10.00	8.00
• The Balcony	10.00	8.00
<b>Audio-visual/PA extra charge</b>		

## **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. Please note the following constraints:

- **Consumption or supply of alcohol is not permitted on the premises**
- **Discos are not permitted – music from domestic music systems is permitted**
- **A Food Hygiene Certificate must be held by anyone wishing to use of the kitchen when cooking or reheating food.**
- **Premises must be vacated by 9pm.**
- **No smoking**
- **No gambling**
- **No promotion of commercial interests**

### **- 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, and ensuring that the rooms are clean and tidy after use.

Please vacate the building on time – a further charge will be liable for time overrun.

You must provide your own rubbish bags which must be taken home with you.

Please respect the Resident Permit Parking areas in Nottingham Street.

Please have respect for our neighbours when leaving the premises.

### **- 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.

### **- 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 leaflet)

### **- 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 please contact: Mrs Margaret Mathias Tel: 029 2039 0527

or email [wesleybookings@gmail.com](mailto:wesleybookings@gmail.com)

**- Payment:**

Payment for the hire of the premises should 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