

Solihull United Reformed Church

CHRIST CHURCH CENTRE

741 Warwick Road, Solihull B92 3DG

www.solihullurc.org.uk



TENANTS NEWSLETTER

September 2018

The administration of hall lettings in the Christ Church premises has changed. Judy Fisher, with whom you have dealt hitherto, has handed over to Linda Faber.

You are asked to note the changes outlined below:

BOOKINGS

Enquiries should now be made with Linda at solihullurc@gmail.com or 07925573259

These will generally be handled on Mondays and Wednesdays only.

A Booking Form is downloadable from: www.solihullurc.org.uk/hire-of-premises

The full amended Terms and Conditions are printed overleaf, for your information.

INVOICES

These will be prepared quarterly with payment due within 7 days by cheque or monthly standing order. Cheques should be sent to Linda at the church address.

Time sheets for the following quarter for regular lettings will be sent out with invoices, for completion and prompt return. They may be left in the trays in the hall foyers or sent to Linda at the church address. These sheets serve as your booking, so their return is essential.

Time sheets are used in creating invoices, so any occasional changes need to be notified to avoid you being charged.

HOSTS & MESSAGE BOOK

In addition to Linda managing your bookings we are seeking to also have a Host, who can keep personal contact with you on behalf of the church on an occasional basis, and to whom you can communicate any matters relating to your use of our premises.

If any issues arising in relation to the condition of the premises may be notified using the Message Book, to be found in the John Palmer Hall Kitchen.

We look forward to serving the needs of your organisation in the months and years to come. Please get in touch if there are any questions about these changes.

With kindest regards

CHRIST CHURCH CENTRE, SOLIHULL - TERMS & CONDITIONS OF HIRE

- Rooms are available to hire on an hourly basis by arrangement.
- Organisations will be provided with a key for the appropriate entrance. Copies are not to be made without express permission.
- Organisations are responsible for the set-up of the rooms they are using within the time of the letting.
- All rooms hired by you must be left as found, with all equipment intact and all the hirer's equipment and major rubbish removed. BlueTac etc. is not permitted on the walls. If the building or the Centre's equipment is damaged or left in a messy state, you will be charged with the cost of repairs or cleaning. Cleaning equipment may be found in the John Palmer Hall Kitchen or Furniture Store
- Organisations involved with children who are not accompanied by a guardian must produce the relevant DBS (CRB) certification.
- To comply with Public Health & Safety Regulations a FIRST AID BOX and an ACCIDENT RECORD BOOK are kept in the lower kitchen. Any accident involving personal injury must be entered in the accident book. Certain accidents must be reported on form 2508 (download from www.hse.gov.uk/forms/incident) to the address below:
Dept of Environmental Health, PO Box 24, Council House, Solihull B91 3EG
- The organisation hiring the room is responsible for the orderly conduct of their attendees, and ensuring that nothing is done which may constitute a breach of the law. The organisation shall fully indemnify Solihull United Reformed Church against any claims, loss or damage arising as a result of a breach of this clause.
- Smoking and alcohol are not allowed anywhere in the Centre.
- A Parking Control Scheme is in operation requiring all hall users to display a valid permit (or for occasional users complete car details in the form available in the JPH foyer or Nattery). Parking at the Centre is limited to 26 spaces (marked 'CC') and cannot be guaranteed. It is for all users of the premises, not just one Organisation. Your consideration is invited, giving priority to disabled and less-mobile people. Spaces are not to be reserved.
(Ample daytime parking is available in the multi-story across the Warwick Road).
The Church reserves the right to restrict parking, as necessary, for their own use (funerals etc.).
- Use of a kitchen - this needs to be confirmed with your booking. Organisations using the main kitchen for the provision of meals must ensure they abide by Food Hygiene Regulations and have the appropriate certification.

PAYMENTS

- Payment - is by cheque to 'Solihull URC', or standing order (monthly) only.
Payment should be made within 7 days of the Invoice.
Cheques to be sent to: Linda Faber, Solihull URC 741 Warwick Road, Solihull B91 3DG

RIGHTS RESERVED BY THE CHURCH

- The Church reserves the right to charge a cancellation fee if this booking is cancelled.
- The Church reserves the right to cancel this booking, for good reason, and will give as much notice as is possible.
- The Church reserves the right to charge for breakages or damage, however caused, arising from the hire of rooms. Breakages or damage to the property must be reported to the Lettings Administrator as soon as possible and in any event within 24 hours.

September 2018