

# APPLICATION FOR THE USAGE OF REHOBOTH BUILDING

72A Mayeswood Road, Grove Park SE12 9RP

## YOUR DETAILS *(Please note the signatory user must be a responsible adult over the age of 25)*

Church/organisation name: .....

Signatory first name: ..... Surname: .....

Address: .....

Town/City: ..... Postcode: .....

Telephone: ..... Mobile: .....

Email address: .....

## YOUR USAGE BOOKING

Purpose of usage: .....

**One-off booking** Date required: .....

Start time: ..... End time: .....

**Regular booking** - Please specify:  Weekly  Monthly  Other: .....

Date of first use: ..... Date of last use: .....

Start time: ..... End time: .....

**Event Cut Off Times** - 9:30pm- Music/Mics off; 10pm – End of event; 10:30pm – Vacate the building

**(Please Note: Start & End times must include set up & clear up time. All hours from start to end are chargeable)**

Premises required:  Main Upper Church hall  Main Upper Kitchen  Downstairs hall  Downstairs kitchen

Will you bring your own catering service/ own food/drink?  Yes  No

Please provide details: .....

Anticipated number of people: ..... Age group:  Mixed  Adults  Under 16s

Additional requirements:  Microphones – how many? .....

PA system  Screen projection  Other: .....

I have enclosed a refundable security deposit of £200 payable to Word of Life Church.

Signature: ..... Date: .....

**Please note:** You may email [admin@wordoflife-lcc.org](mailto:admin@wordoflife-lcc.org) to find out availability before sending this application. Upon receipt of this booking application, we will contact you within 1 week to confirm or decline your booking in writing via email, SMS or regular mail.

**FOR OFFICE USE ONLY**

Applicant contacted WOL via  email  text  letter  phone  word of mouth

Booking confirmed/secured  Yes  No Reason: .....

.....

WOL contacted Applicant via  email  text  letter Date sent: .....

Deposit amount paid: ..... Date paid: ..... Payment method: .....

Deposit refunded  Yes  No Date refunded: .....

Hire fee Paid: .....Date paid: .....Payment method: .....

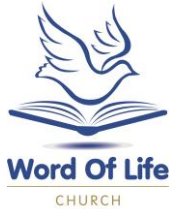
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# Reboth Building Premises Usage Agreement

The building premises will be opened by a member of Word of Life Church at the start time of usage and closed likewise at the end time of usage, unless otherwise agreed.

The times booked should be adhered to and the building should be fully vacated at the end of the booking period.

The user's booked room(s) and toilets are the only areas to be used by users and all other rooms will be either locked or classed as out of bounds unless a request is made.

The building is not to be left unattended during the agreed time of usage.

The building is to be left in its original state and condition. Users may re-arrange tables and chairs in the premises, but must restore them to their original places immediately at the end of usage. Users are responsible for clearing and cleaning after use. Please allow time for this in your booking, as well as time to set up before usage.

No item/piece of equipment in building premises is to be removed or taken out. All equipment used is to be handled correctly and with care. It is to be switched off (if applicable) and put away after use.

**NO FOOD / DRINK ARE TO BE CONSUMED IN THE UPPER FLOOR MAIN HALL AT ANY TIME. The upper floor main hall is only to be used for the hosting of Church and Christian based activities.**

**Deposit** – A refundable security deposit of £200.00 is payable for all bookings 2 weeks prior to the day of usage, by cash or cheque. Cheques should be made payable to “Word of Life Church”. For regular bookings the deposit is only payable once, before the first usage.

The security deposit will only be refundable on satisfied inspection of the area used after usage.

Once the application form has been completed/returned and Word of Life Church has given confirmation of availability of the hall, the booking will be held temporarily for a few days but confirmation of booking will be subject to receipt of the full security deposit.

**Fees** – The **Upper Main Hall** Hire Fee is £50.00 per hour.

- The **Main Upper Kitchen** Hire Fee is £25.00 per hour

- The **Lower Hall** Hire Fee is £50.00 per hour (use of the **downstairs kitchen** is included if required)

-**Additional Room Downstairs** Hire Fee is £25.00 per hour

**PLEASE NOTE: All Fees include set up & clear up time.**

**Payments** - Please make payments by cash, cheque, bank transfer or online.

- Cheques should be made payable to “Word of Life Church”.
- Bank transfers: Lloyds TSB – Cheltenham High Street Branch  
Account No – 03215544  
Sort Code – 30 91 87
- Online Payments: Visit our website <http://wordoflife-lcc.org> and click on “Donations” → “Other Donations” → “Give Online”

**PLEASE NOTE: If paying online or by bank transfer, please ensure you email proof of remittance / receipt confirming payment to: [info@wordoflife-lcc.org](mailto:info@wordoflife-lcc.org)**

**Booking Cancellation** – A cancellation fee is charged for any cancellation of hire from 28 days of the hire date at 50%. For cancellation of hire within 28 days or less of the hire date the full cost of the hiring will be charged. If cancellation is within seven days a cost may be incurred for staff and equipment hire. The church shall use its best endeavours on behalf of the hirer to re-let the premises and if successful shall refund to the hirer the contracted amount .

**Event Cut Off Times** - 9:30pm- Music/Mics off

10pm – End of event

10:30pm – Vacate the building

**Conduct** – The user will be responsible for the proper conduct of persons using the building. Gambling and alcohol consumption/sale are strictly prohibited. A strict No Smoking Policy applies to all rooms (including toilets) and throughout all the premises (indoors/outdoors).

**Pets** – No pets/animals are allowed inside the building premises. Only guide dogs are permitted.

**Major Events** – For major events where more than 50 people are expected (eg wedding or funeral services), we ask that the user provides parking marshals to help with considerate parking in the surrounding streets.

**Youth/Children Groups** – All groups working with young people should have their own insurance and staff checks (e.g. DBS checks). Word of Life Church takes no responsibility for this and recommends if unsure you seek appropriate advice.

**Special lighting, amplification or audio-visual equipment** - All special lighting, amplification, loudspeakers and audio-visual equipment is in the sole charge of the church. No alteration, modification or addition thereto whatsoever, shall be made without the previous express permission of the Caretaker or deputies. The church accept no responsibility for technical problems experienced on the day of hire if a technician has not been ordered through the church.

**Electrical equipment and installation** - The hirer shall ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installation of the premises. The church may, at its sole discretion, require that any electrical equipment shall not be used, and, if the church think fit, may require such equipment to be removed from the premises. All temporary electrical installations are to be provided by approved electrical contractors and must comply with the requirements of the current edition of IEE “Regulations for Electrical Installations”. Any electrical equipment brought into the premises by the hirer shall be PAT (Portable Appliance Tested).

**Noise** - The hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

**Health & Safety** – The user will be responsible for ensuring that Security, Fire and Health and Safety requirements are met. Any accident during the booking period involving personal injury must be reported to Word of Life Church at the end of usage. Building entrance must be kept clear at all times.

**Fire Risks** – The user should make themselves familiar with the fire procedures for the building and inform Word of Life Church at the time of booking of any factor which involves extra fire risks.

**Insurance** – It is the responsibility of the user to effect whatever insurance he/she requires to cover his/her liabilities. Word of Life Church accepts no responsibility or liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

**Damage** – The user will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the security deposit may be held back to cover these costs.

**Indemnity** – The user shall indemnify Word of Life Church against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon building property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

Please note, we will not accept bookings for activities which are in conflict with the Christian Gospel or the Church’s Vision Statement.

The signatory user accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the usage period.

I agree to pay the ALL BOOKING FEES totalling £ ..... prior to my event booking date ...../...../.....

I have thoroughly read and agree with all the above terms and conditions.

Print name ..... Signature .....

Date .....

Please scan this completed form and email to: [admin@wordoflife-lcc.org](mailto:admin@wordoflife-lcc.org)  
Original to be handed to the administrator or posted to:  
The Administrator, Word of Life Church, Rehoboth Building, 72A Mayeswood Road, Grove Park,  
London SE12 9RP