



LETTING APPLICATION FORM MAIN HALL BOOKINGS

DATE OF EVENT:			
NAME:		PHONE:	
ADDRESS:			
E-MAIL:			

EVENT NAME / ACTIVITY:		APPROX NUMBER OF GUESTS:	
We have childrens (3-7 years) tables and chairs, for childrens parties please indicate numbers :		SMALL CHAIRS	LARGE / ADULT
Letting slot time:		If entrance charged or items sold provide details (see item 11 below):	

Signature _____

Date _____

Completion of this form indicates acceptance of our standard booking terms which are available on the website.

Your information will be processed only for the booking of this event.

We may wish to contact you about future events at the church. If you do not wish to be contacted please tick:

1) CHARGES / DEPOSIT / PROVISIONAL BOOKINGS

A non-returnable deposit of 1/3 of the booking price is required to secure the booking. The balance of the booking estimated charge is due before the start of the event. Any extras or charges after the main payment is received will be invoiced following the event. Hire of venue equipment requires a returnable deposit of £100. Provisional bookings for children's parties will be held for 3 days, functions and events for 7 days. Payment by cash, card in person or by phone, bank transfer or cheque made payable to Westbourne Grove Church.

2) CHURCH RECEPTION / EVENT STAFF

The church will provide a receptionist at all times. For functions, conferences, seminars etc we provide an event manager and additional event staff as required. The building user is responsible for door management, layout of chairs and tables, clean-up, cueing of sound and video etc (unless these services are booked as extras). Staff will bring tables and chairs from the stores, setup staging and inhouse PA and lights, and provide general assistance where possible, but the user is responsible for ushering, room setup, catering service, and cleanup. Note that if PA is booked the operator will cue music and lights, but the user should provide their own video cue operator. Its very difficult to watch for video cues while also doing another job.

3) DECORATION AND EQUIPMENT

You are welcome to decorate the main hall provided that the decorations are put up and removed within the timeslot or agreed setup period. If you would like some assistance, useful contacts are:

- Lucy Patterson 07821 256307, a trained florist who is a member of the church, who can supply flowers (mainly at the church) and decorations at competitive rates.
- Victoria Brotherson at Scarlet and Violet Flowers, NW10, 020 8969 9446 for full floristry service.

MAIN HALL WOOD FLOOR AND WALL

No unprotected metal legs or footings, use rubber, tape, ask me for carpet.

No seriously – metal and an oak floor is a bad mix! Tables and heavy stage equipment on metal stands without floor protection has previously caused a lot of damage and will be refused. Do not pin or screw into the wooden wall.

PAINTWORK Strictly no sellotape or sticky pads on wall paintwork. Blue tack may be used. Tape can be used on bare or painted wood. There are fixing hooks in the overhangs in the main hall.

TABLES AND TABLECLOTHS Do not use drawing pins or staples to fix fabrics except on the staging. If you have to use pins then hire your own trestles. On all tables please do not use double sided sticky tape to fix covers, it can be very difficult to remove.

Damage that occurs to the finishes from these causes will be charged for.

4) KITCHEN / CATERING / FUNCTIONS

The kitchen includes a continuous hot water boiler, 2 catering cookers with oven & 4 large hobs, and a catering dishwasher. Clients can choose their own caterers or do self catering, and there is no corkage or bar charge. Functions with substantial catering will be booked at the function rates.

5) FRIDGE / FREEZER SPACE / ICE BINS / DRINKS

There are two small drinks fridges. In the ground floor kitchen are a large fridge and freezer in which a couple of shelves can generally be used. For functions fridges may need to be hired for larger amounts of food. Ice bins are available and are the best way of cooling a large amount of drinks. Drinks / glasses can be stored in the kitchen areas. Glasses and crockery are available to hire.

Alcohol may be served at events. Alcohol must not be provided to children. Sale of alcohol requires a temporary event license which you must obtain from Westminster council and copy to the church 10 days in advance of the event. We cannot allow sale without a licence.

The side alley behind the kitchen is a fire escape and the passage between the marked lines must be kept clear. It may not be used as an additional catering storage or work area. The tower rooms at the front of the church may not be used for storage as they are an art gallery area. If caterers require extra space for fridges, freezers, hot cupboards, rolling cages etc, then they must be stored in the lobby area. Caterers should be able to arrange drapes to screen their additional work and storage area. Plating up a meal which is not served buffet style requires a lot of space, and either the lobby or upstairs space will need to be allocated.

6) SOUND LEVELS

*****THE MAIN HALL IS NOT A LOUD MUSIC VENUE*****

The maximum sound level for the main hall is 93dB (spl dBA 5 minute) Fri/Sat 89dBA other days.

This is a quiet to moderate disco sound level, adequate for private functions, not for loud dance music. The PA will be limited by our engineer. External PA speakers may not be brought in, except childrens' party entertainer amplifiers (no more than 100 Watts). Music players can be used. External doors must be closed if the sound level in the main hall is above 87dBA. The halls are fan cooled but not air conditioned. (Refer to website for full PA/sound information).

7) CLEARUP We keep our rates for community use lower because users do their own setup and clearup. Please respect this by cleaning up and replacing furniture thoroughly. This includes cleaning up kitchen and tables used, and clearing rubbish and sweeping floors where necessary. No items may be stored at the church after the event unless storage space is booked.

Where undue cleanup has to be done by the church after you leave, a surcharge may be invoiced up to £80/hour (£200 max) depending on the number of staff required.

8) SECURITY

The church is often open to the public so you need to consider access/security at your event. Take care of personal belongings. Unsupervised items easily go missing or get misplaced.

DAYTIME: The lobby and mezzanine lounge are normally open to the public in the daytime as the church's hospitality area, but are usually closed for private events. The reception desk is always manned, and the receptionist will intervene if visitors behave unsuitably.

EVENING: The lobby will be closed to the public and is for the event's exclusive use.

Public access will remain across the porch for users of the first floor, or visitors to reception. Controlling access to the event is the user's responsibility.

MAXIMUM GUESTS: ground floor 200 (220 lecture). Children must be supervised and kept safe.

TEEN/YOUNG ADULT EVENTS: These events will only be booked if suitable supervision / security provision is agreed with the event manager.

9) SETUP / PRACTICES / STRIPDOWN Times for setup / practices should be confirmed in advance. Late bookings may be possible but don't count on it ! Material may not be stored unless booked in.

10) EXHIBITIONS AND INSTALLATIONS IN THE LOBBY AND MAIN HALL

There are art exhibitions in the church art space which comprises the two tower rooms at street level and which may extend into the lobby and first floor lounge. Themes can sometimes be challenging or unsettling. These exhibitions cannot be covered, moved or altered.

There are occasionally displays or installations of art or religious themes in the main hall which cannot easily be moved. As far as possible we will advise you if this is the case at the time of booking, otherwise as early as we can. We will offer screening options if the installation cannot be moved and may be intrusive in your event.

11) ENTRANCE CHARGES / SELLING / ADVERTISING

If entrance is to be charged or items sold at the event, the church must be notified and give approval when booking. The church will then determine if it is a community or commercial rate hire.

Events which are primarily for commercial selling from the premises will not generally be accepted.

Exceptions include range launches, local business special events, ethical trade and charity sales etc.

All advertising of events and activities at the church must be approved by the church due to its potential impact on the church's public image.

12) EVENT THEMES The church is a Christian community. Please bear this in mind when planning themes for events. Events with content from other religions, with immoral, explicit or occult themes are not appropriate. If in doubt please ask for advice. We reserve the right to prohibit unsuitable content, or to require its removal from the event programme.

13) OTHER No naked flames, flares or sparklers (except children's entertainers and small candles). Catering burners must be smoke free and not overheat the table surface. Candles in containers can be used to decorate tables, no large / tall candles please, the large pool of wax is easily spilt. No paper confetti in the main hall.

OPTIONAL EXTRAS: For catering and technical options see the venue website.