

## EVENTS INFORMATION AND BOOKING TERMS

### 1) CHARGES / DEPOSIT / PROVISIONAL BOOKINGS

A non-returnable deposit of 1/3 of the booking price is due with the booking. The balance of the booking is due before the start of the event. Any extras or charges added 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 clearup. 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 / FLOWERS

You are welcome to decorate the main hall provided that the decorations are put up and removed within the timeslot. 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.
- Wild at Heart. Turquoise Island, 222 Westbourne Grove. Highest quality designer floristry. 020 7727 3095

#### **MAIN HALL WOOD FLOOR AND WALL**

***No unprotected metal legs or footings, use rubber, tape, ask 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 damage and will be refused. Do not pin or screw into the wooden wall.

### **3) DECORATION AND EQUIPMENT / FLOWERS cont.....**

#### ***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) KITCHENS / CATERING**

Both kitchens include a continuous hot water boiler. The ground floor kitchen has 2 catering cookers with oven and 4 large hobs, and a catering dishwasher. Functions with catering are charged at a higher rate to cover the use of kitchen / additional cleaning. You may use your own choice of caterer. There is no corkage or bar charge. The first floor suite is not suitable for event catering, see price list for details.

### **5) FRIDGE / FREEZER SPACE / ICE BINS / DRINKS**

There are two small drinks fridges for ground floor events and a small fridge in the small hall kitchen. 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, but 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. Note TENs must be applied for well in advance. 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) TECHNICAL SYSTEMS**

The church has extensive PA, AV, stage and lighting resources for hire. See price list.

## 7) SOUND LEVELS

### \*\*\*\*\*THE SMALL AND MAIN HALL ARE NOT A LOUD MUSIC VENUE\*\*\*\*\*

The maximum sound level for the main hall is 93dB (spl dBA 1 minute) on Friday and Saturday evening, 89dBA at other times. Bass level is also controlled in the 63Hz octave. This is a quiet to moderate disco sound level, adequate for private functions, but not for loud dance music. The small hall sound limit is 87dBA. This is moderate home stereo level. Our in-house main hall PA provides a very high clarity system with adequate level for moderate dance music on Friday and Saturday. **NO USER PA SPEAKERS MAY BE USED.** (Professional companies who know how to mix within the limits can apply for exception).

Small amplifiers with output less than 100 watts may be used at children's parties. A sound level monitor can be provided to indicate when the limit is reached. If noise levels are not controlled after warning, the PA may be closed down at our discretion.

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.

Bands and DJ's must be willing to play with the limiter engaged, and feed backline amplifier signals through our system if required. See PA information sheet for details.

## 8) 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.

## 9) RUBBISH AND RECYCLING

Rubbish can be placed in black bags (provided) and put out in the side alley or straight out on the pavement at the end of evening events. Please empty used bottles and place in recycling bags (provided) by the side gate, please don't leave in boxes which disintegrate if it rains

## 10) PUBLIC ACCESS

The church is often open to the public so you need to consider access/security at your event, as many visitors are accustomed to having access. 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, and closed during private events. The reception desk is always manned, and the receptionist will intervene if visitors behave unsuitably. Please note that we generally do not exclude visitors except where they are abusive or a risk to health and safety.

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

When closed for church hospitality 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.

## 11) SECURITY / NUMBERS

**MAXIMUM GUESTS:** ground floor 200 (220 lecture), first floor 100. Children must be supervised and kept safe.

**SECURITY PERSON:** Some events have many guests coming and going and it can be hard to identify who is a genuine guest. If it is difficult to quickly identify who are legitimate guests it may be necessary to have door security and a guest list.

**COUNTING IN/OUT:** If the number of guests attending is not predefined you will need to limit the numbers by counting guests in and out.

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

**CLOAKROOM:** At any event where there is not strict door security and people may leave bags / cameras / jackets at their table / chair and move around, a cloakroom may be run with a cloakroom attendant, this can be set up in the upstairs lounge.

## 12) 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 before / after the event unless booked in.

## 13) 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.

## 14) ENTRANCE CHARGES / SELLING / ADVERTISING

If entrance is to be charged or items sold at the event, the church must be notified and give approval before 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.

## 15) 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. Details are available on the venue website. If in doubt please ask for advice. We reserve the right to prohibit unsuitable content, or to require its removal from the event programme.

## **16) PARKING AND TRANSPORT**

See Contact and Map page on the [wgcvvenuespace.org](http://wgcvvenuespace.org) website.

## **17) 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.

## CONDITIONS FOR LETTING:

- 1) Chargeable bookings are only firm on receipt of 1/3 deposit. The deposit is not returnable.
- 2) The User undertakes to ensure that the agreed activity named overleaf, and any other incidental activities occurring during use, do not conflict with the Christian faith of the church.
- 3) The User undertakes to use the accommodation only for the purpose and during the period agreed, and to ensure that the limits for the maximum number of persons per room are adhered to. The church reserves the right to terminate the event without liability and retaining all charges, if the use is altered, the conditions are not met, or the event exceeds the agreed period. Where extensions to the period or scope of use occur, the User undertakes to pay charges for the extended use.
- 4) At the end of use, the User undertakes to leave the accommodation in a clean and tidy state, with all furniture and equipment provided in its original condition and position.
- 5) The User undertakes to remove all items brought into the building at the end of the period of use. The church reserves the right to dispose of any items left without permission on the premises at the end of the period of use, or to charge for their storage.
- 6) No smoking is permitted inside the building. The User undertakes to enforce this condition.
- 7) No dogs are permitted other than guide dogs.
- 8) Sound levels in the main hall should not exceed 93dBA or lower limit applied, in the small hall 87dBA. Any other instructions about limiting disturbance to neighbours must be adhered to.
- 9) The User will advise if they are charging admission to their event, or selling any product or service during the event. Where charges are made the User is responsible for ensuring all relevant licences are in place, and will supply copies if requested.
- 10) All advertising of events at the church, or use of the outside of the church or pavement outside must be approved by the church in advance. The church's image is important to us, and can be affected by event advertising. Use of the venue does not automatically confer the right to advertise events.
- 11) The User is responsible for all liability arising from his activity. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation, furniture or other equipment. The User agrees to keep the church indemnified against any claims for which the church is not responsible.
- 12) The User is responsible for any damage, other than fair wear and tear, which occurs to the accommodation or fixtures and fittings during the use, however it is caused, and undertakes to reimburse the church all costs of repair or replacement.
- 13) Loss of personal property. The church is a public building, and the User should ensure that any property brought into the building is kept secure or supervised. The church will not accept any responsibility for loss or damage to unlocked personal property on its premises.
- 14) Loss of church property. The User is responsible for the security of the areas booked, and for ensuring the bona fide of all persons they admit throughout unlocked areas of the building. The User agrees to make good any losses of church property arising from persons they admit.
- 15) The User will comply with any Health and Safety instructions provided in writing, and with instructions given by the Health and Safety Officer. The User will familiarise himself with the accommodation and appropriate safety procedures, and will ensure safety systems are not interfered with, exit routes are kept clear, and hazards are prevented. No electrical equipment may be brought on site without permission.
- 16) The User undertakes to notify the church of any defects in accommodation or equipment of which they become aware, and to do so promptly where safety might be put at risk.
- 17) Where the premises are to be used by children, the User agrees to ensure that appropriate child protection and safety procedures are followed, complying with the Government's guidelines in the document "Safe from Harm".
- 18) Where the church is unable to complete the contract, liability is limited to the return of hire charges.