



TRINITY METHODIST CHURCH
STATION ROAD, WALLSEND.
TYNE & WEAR. NE28 8SA
Tel. 0191 263 1849



www.trinitymethodist.co.uk

APPLICATION FOR USE OF PREMISES
For Parties / Disco etc.

Email Address -
 Saves our postage / petrol !!!

Tel. No

If your event is for children or young people this form must be filled out by an adult.

Type of function ?

If children's or young peoples function.

Age range expected ? **You must also sign a Safeguarding Users Declaration for any event with children, young people or vulnerable adults.**

And number of adult supervisors ?
(Must be a minimum of 1 adult to 10 children.)

Date of function ? Numbers expected ?

Access required from _____ to _____ ? **Party / Disco Application is only available for one session of up to 4 hours on a Saturday between the hours of 1 p.m. and 10 p.m. The session to include time to setup at the beginning and clear up at the end of the event.**

Any additional facilities you would like, which you think we may be able to provide ?

I/We the hirers of Trinity Methodist Church for the above period agree to indemnify the Trustees of the said Church in the event of loss or damage to the Church premises or contents and in the event of any claim being made by any party for bodily injury or damage to property arising out of my / our use of the premises.

Please check all dates / times etc and fill in remaining questions before signing and returning this section of the form.

Signature .

Date

Please return completed form and cheques to our Property Secretary :-

A Barker
 22 Torcross Way,
 Parkside Grange,
 Cramlington,
 Northumberland
 NE23 1PG

This form can be completed using
 Adobe Reader on computer
 phone or tablet. Save and then email to
alan@trinitymethodist.co.uk

FACILITIES AVAILABLE

Hall (approx. 120 sq. metres). Stage (approx. 20 sq. metres). 8 small tables, 4 medium & 9 large. 90 chairs. Toilets and toilet for disabled with nappy change facilities.

Kitchen (with double sink, hot water, cooker and kettles).

13 amp outlets on stage and at front and back of hall. Hall can be blacked out.

Our own disco, which includes help in running parties for younger children, is available at extra cost if our disc jockey is free on the chosen date. For safety reasons our Disco Equipment can only be used by our own DJ. **(Any electrical equipment that you own or hire can only be used if it has passed a current PAT test)**

GUIDANCE NOTES

Some crockery and cutlery is available, but it would be helpful if you could provide your own.

YOU must be responsible for the premises and any damage to it caused by people attending your function.

We do not have a caretaker or cleaning staff so we ask that anyone using our premises makes sure that they clean up after their event and ensure that the place is in good order for the next user.

With functions for children or young people, **you must provide adequate adult supervision.**

ALCOHOL is not allowed on Methodist Church premises in any form (not even tinned shandy) and the law now dictates that there is No Smoking throughout the premises.

The cost of hiring the hall and Disco/DJ is £85. If only the hall is required the cost is £75. There is an additional refundable deposit of £50. It is suggested that payment is made with two separate cheques, one to cover the cost of hiring the hall plus the disco if required and a separate cheque for the £50 deposit.

These costs are for up to 4 hours only. Any additional hours or parts of an hour will be charged at an extra £10 per hour.

If there is no damage to the premises the deposit cheque will be returned unused. If there is damage to the premises all or part of the deposit will be used by the church for the repairs.

Cheques must be sent to arrive at least two weeks before the function.

The hall is not considered as booked until a signed application form is received.

Cheques should be made payable to "Trinity Methodist Church".

Booking confirmation will be sent when completed forms and payment are received.

All correspondence and cheques should be sent to our Property Secretary :-

Alan Barker
22 Torcross Way,
Parkside Grange,
Cramlington,
Northumberland.
NE23 1PG

Tel. 01670 716087