



MUSWELL HILL METHODIST CHURCH

HOW TO BOOK

We accept bookings for one-off events, and for regular lettings.

One-off bookings

1. First, get in touch with us by email (lettings@mhmc.org.uk) or phone (020 8365 2466) to check availability. Please don't forget to request the full use of the kitchen if you want to do more than just make hot and cold drinks.
2. We will then reserve the room(s) and send you a booking form for you to complete and return to us, along with the agreed deposit, which is non-refundable if you subsequently cancel. Please make any cheques payable to "Muswell Hill Methodist Church".
3. Your booking will then be confirmed. Shortly before your booking, we will send you an invoice, which is due 7 days before your let.
4. Please give two weeks' notice prior to your booking if you need to cancel, otherwise full payment will be due.

Regular bookings

1. As for one-off bookings, please contact us to discuss your requirements, and then complete the booking form we will send you, and return it with the agreed deposit.
2. The Property Division of the Methodist Church requires that those who use our premises regularly are covered by a suitable Public Liability insurance policy which provides cover of at least £1,000,000, and details of your policy should be entered on the booking form. Bookings cannot be accepted without this confirmation.
3. For long-term lets, we will generally require you to sign a standard Methodist Church licence agreement setting out the terms and conditions of your booking. The terms of your licence will give details of any arrangements regarding any notice required to terminate your licence.
4. We will also agree the arrangements for invoicing you for the hire charge, for example monthly, quarterly or per term.

ROOM HIRE – BOOKING PROCESS AND TERMS AND CONDITIONS



Garden Room



Holly Room



Oak Room

This leaflet sets out the arrangements for booking, and the terms and conditions of hire, for rooms in North Bank, part of Muswell Hill Methodist Church.

The rooms in North Bank are normally available for hire from 9.00 am to 10.00pm, Monday to Saturday inclusive, but there is very limited availability on a Saturday morning.

Please contact our Lettings Manager on 020 8365 2466 or email lettings@mhmc.org.uk with any enquiries.

You are welcome to come and view our rooms to see if they are suitable for your needs. Just give us a call first on 020 8365 2466 to check availability.

ROOM RATES

Room name	Seating capacity	Hourly rate	Notes
<i>Ground Floor:</i>			
Garden Room	Up to 100	£40	Audio loop system Tables & chairs Wood Floor All-day rate: £250
Lounge	10	£10.50	Carpeted, easy chairs
Kitchen	Well equipped: Cutlery, crockery for up to 80 Per session charge: £10		
<i>First Floor:</i>			
Cedar Room	12	£10.50	Chairs Table Carpeted
Beech Room	15	£11.00	
Holly Room	20-25	£16	
Mulberry Room	15-20	£15.50	Chairs, table, carpet Garden view
Oak Room	50-60	£26.50	Garden views Audio loop system Chairs, table, carpet
<i>Second Floor:</i>			
Treetops Foyer & Lounge	15	£21	Let together Soft seating Carpeted

Please see our leaflet 'Rooms for Occasional and Regular Hire' for more details about the rooms and facilities that are available.

You can view pictures of the rooms on our website at www.mhmc.org.uk/pages/roomhire.htm.

TERMS AND CONDITIONS OF HIRE

Please note that alcohol must not be brought onto or consumed on our premises

On the day of your booking, someone from the church will be in the building to greet you and show you around. The building is run by volunteers and we appreciate the cooperation of all our users in helping us ensure the building is run safely.

As the organiser, you will be responsible for ensuring that our fire and safety regulations are observed, and that you and your group are aware of the fire exits. It is a condition of the letting that, before using the building, you watch a series of short videos about safe use of the facilities on our website at <http://mhmc.org.uk/pages/videos.htm>. This only takes a few minutes and we hope you will find the videos helpful.

Please

- note that hiring a room only allows access to that room
- do not attach anything to the walls of the rooms, or use your own electrical equipment without prior agreement
- keep noise to a reasonable level so that other users of the premises, and our neighbours, are not disturbed
- leave the room(s) clean and tidy at the end of your session – if rooms are left in a dirty state, a charge may be made to cover the additional cleaning involved
- return any furniture you may have moved to its original place
- wash up any crockery and cutlery, and put it away
- report any damage or breakages (which must be paid for)
- turn off all lights and kitchen equipment and close windows and the door(s) as you leave
- remove all rubbish from the site at the end of your session.

Valuables and money are the responsibility of users

The Church Council (the Managing Trustees for Muswell Hill Methodist Church), does not accept liability for loss of, or damage to, property, while you are on the premises