



DOWNING PLACE UNITED REFORMED CHURCH
Downing Place,
Cambridge CB2 3EL
Tel : 01223 756635
Email: elaine@downingplaceurc.org

BOOKING FORM FOR HIRERS

Please complete the form below and return to us together with a copy of your Public Liability insurance certificate and a Risk Assessment for your activity.

Arrangements

We regret that we cannot provide staff to help you run the event itself. Please note that access to the Facilities Officer and caretaker is limited so all questions about arrangements should be addressed beforehand.

The building must be left clean and tidy and all rubbish must be removed from the premises at the end of the event, in particular all furniture must be replaced in position and any additional cleaning required will be charged to the hirer.

Timings

You must state the time you would like to arrive, and the time you anticipate you will leave. Please allow time to set up for your event, and to clear away afterwards. You will be charged from the time of your arrival until the time of your departure.

Insurance

Groups, organisations and professionals are expected to have their own Public Liability Insurance. Insurance for one-off private events (for example, a private party) may be arranged on request for an additional charge - please indicate on the form if you need this.

Performing Rights Society

Although, as a church we are exempt from Public Entertainment License, we are not exempt from paying Performing Rights Society fees. The Performing Rights Society raise quarterly invoices, and you will be invoiced by the church within 4 months of the concert for any fees which are due.

Booking Rates

Rates are given as our standard rate. Reductions may be available for regular bookings and for charity events.

Safer Space

Downing Place URC has been accredited by the Encompass Network as a Safer Space for LGBT+ people; meaning they are safe, welcomed and supported here.

Terms and Conditions

Please see our website for our full terms and conditions

I acknowledge that I have read and understood the Terms and Conditions and that I agree to be bound by them

Signed:

Signed on behalf of Downing Place URC