



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; sign the Terms and Conditions and return to us together with a copy of your Public Liability insurance certificate where appropriate (see below)

Arrangements

We regret that we cannot provide staff to help you run the event itself.

The building must be left clean and tidy and all rubbish must be removed from the premises at the end of the event – 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 the clear away afterwards. You will be charged the time you arrive until your departure.

The Hub

The Hub is an open area with comfortable seating and small tables, which is not self-contained – users of the building pass through the Hub to access the Hall and Kitchen. For this reason it is not suitable to be hired on its own; but it will make an excellent space for refreshments to be served during your event, or as a breakout space. The Hub can be added to your booking when you hire the Hall or the Main Church.

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.

Other Requirements

If you have any other requirements, please let the office know as soon as possible.

Safer Space

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

DOWNING PLACE URC
Booking Form and Charges for 2022

Your name			
Your email address:			
Your telephone number			
Name of your organization (if applicable)			
Name and Type of event			
Date(s) of event(s)			
Arrival time			
Departure time			
	Room/Area	Rate per hour	Times required
Details of booking:	Main Church	£62.50	
	Emmanuel Room	£31.50	
	Gibson Hall	£31.50	
	Hub – to be booked in conjunction with Main Church and/or Hall	£31.50	
	Room 1 (ground floor)	£20.50	
	Room 2 (ground floor)	£20.50	
	Rooms 1 & 2 together	£31.50	
	Room 4 (first floor)	£20.50	
	Room 5 (first floor)	£20.50	
	Room 6 (first floor)3	£20.50	
		Rate per session	
Facilities Required:	Kitchen Use (cold food/hot drinks)	£25	
	Kitchen Use (including oven)	£50	
	Piano	£40	
	Sound system (fixed microphones only)	£20	
	Sound system (including radio microphones)	£50	
	Projector/ screen	£20	