



## DOWNING PLACE UNITED REFORMED CHURCH

Downing Place,  
Cambridge CB2 3EL  
Tel : 01223 756635  
Email: [elaine@downingplaceurc.org](mailto: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.

Whilst we are happy to have fliers for your event in our hub area we do not have any noticeboards for posters. Your event can be advertised close to the date on our screens if you supply us with a poster in "letterbox" format. We cannot assist with any other form of advertising.

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 for the time you arrive until your departure.

#### Alcohol

We do not allow the sale of alcoholic drinks on the premises at events as we do not have a license.

#### Raffles

Downing Place URC does not encourage gambling and no raffles or gambling-like activities happen at DPURC events. However, what a hirer does is separate, and working with their own views and policies regarding gambling they are allowed to have a raffle at their event.

#### 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.

#### Kitchen

The kitchen is charged at a session rate of £54.00 when booked in conjunction with the Church or Hall. If the hirer only requires use of the kitchen then it is £50.00 for a 2 hour session and a charge of £15.00 will be made for every subsequent hour you require.

## **Insurance**

Groups, organisations and professionals are expected to have their own Public Liability Insurance for their event. Please add a copy of your insurance cover with the completed booking form. If you have a problem with organising insurance please let us know at the time of booking.

## **Piano Tuning**

The piano is tuned on a regular basis. Should you wish to have the piano tuned just before your event we can arrange this for you if you request this when booking. This will be charged to you at market rates, currently £95.00.

## **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 given are our standard rates. Reductions may be available for regular bookings and for charity events. Please ask about this at the time of booking. We will require proof of your charity status.

## **Parking**

Parking in the courtyard is not included with hiring. If you need to bring a vehicle into the courtyard in order to unload equipment then please ensure you check with Reception ahead of your event to see if it is possible.

## **Use of AV Equipment – screens, microphones, sound system etc.**

If you have booked use of our AV equipment on your booking form then we strongly advise that you book a free session prior to your event to ensure that we can show you how our system works.

## **Other Requirements**

If you have any other requirements, please let the office know at the time of booking or as soon as possible thereafter.

## **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.

**If you have any queries at all concerning any of the above points then please do raise them before you make a booking.**

*Please complete and return the booking form to the Church Office as soon as possible.*

*All bookings are only considered confirmed upon receipt of this completed form.*

## DOWNING PLACE URC Booking Form and Charges for 2023

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			
Actual start time/duration of the event for diary purposes			
	Room/Area	Rate per hour	Times required
Details of booking:	Main Church	£67.50	
	Chapel	£32.00	
	Emmanuel Room	£34.00	
	Gibson Hall	£34.00	
	Hub – only to be booked in conjunction with Church/Hall	£34.00	
	Room 1 (ground floor)	£22.00	
	Room 2 (ground floor)	£22.00	
	Rooms 1 & 2 together	£34.00	
	Item Booked	Rate per session	Times Required
Facilities Required:	Kitchen Use (cold food/hot drinks)	£27.00	
	Kitchen Use (including oven)	£54.00	
	Kitchen booking only	£50.00 (2 hrs) then £15.00 per hour thereafter	

	Wine glass hire (Up to 120)	£10.00	
	Piano	£43.00	
	Piano Tuning	£95.00	
	Organ	£54.00	
	Sound system (fixed microphones only)	£22.00	
	Sound system (including radio microphones and hand microphones)	£54.00	
	Projector/screen	£22.00	
Special School Lunch Rate	Use of Gibson Hall or the Emmanuel Room for pupils to have lunch. <b>Lunch not provided.</b>	£15.00	