



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

BOOKING FORM FOR HIRERS

Please read the information below, complete and sign the form below 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 16:9 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

Where at all possible we will do our best to ensure that you can make yourselves a drink in the kitchen or one of our kitchenettes during your hiring. Our Hub Hospitality initiative runs Wednesdays 11am – 3pm and Thursdays 10.30-2.30pm and volunteers will serve you a drink between these times. Please speak to the Office staff before your hiring begins to discuss being able to access

The kitchen is charged at a session rate of £65.00 if cooking or £25.00 for serving food when booked in conjunction with the Church or Hall.

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 allow us to show you how our system works. There may not be a member of staff available at the time of your event.

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.

Your name			
Your email address:			
Your telephone number			
Name of your organization (if applicable)			
Name and Type of event			
Date of event			
Block Bookings All dates to be listed			
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	£77.50	
	Chapel	£35.00	
	Emmanuel Room	£38.00	
	Gibson Hall	£42.50	
	Hub – only to be booked in conjunction with Church/Hall	£38.00	
	Room 1 (ground floor)	£27.50	
	Room 2 (ground floor)	£27.50	
	Rooms 1 & 2 together	£40.00	
	Room 3 (Upstairs)	£27.50	
	Room 4 (Upstairs)	£27.50	
	Room 5 (Upstairs)	£27.50	
	McLean Room	£40.00	
	Speirs Room	£20.00	
	Macallister Room	£40.00	
	Item Booked	Rate per Session	Times Required
Facilities Required:	Kitchen Use (cold food/hot drinks)	£25.00	

	Kitchen Use (including oven)	£65.00	
	Kitchenette in the Emmanuel Room	£15.00	
	Wine glass hire (Up to 100) with use of dishwasher	£20.00	
	Keyboard piano	£15.00	
	Piano	£50.00	
	Piano Tuning before your event	£100.00	
	Organ	£70.00	
	Sound system (speakers only) Hall & Sanctuary	£20.00	
	Sound system (lectern microphones only)	£27.50	
	Sound system (including radio microphones and hand microphones)	£65.00	
	Projector/screen	£30.00	
Special School Lunch Rate	Use of Gibson Hall or the Emmanuel Room for pupils to have lunch. Lunch not provided.	£20.00	

Signed

Print

Position held

Date

*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.*