

**DISS METHODIST CHURCH**  
Victoria Road, Diss, Norfolk. IP22 4EY

**BOOKING AGREEMENT FOR USE OF CHURCH PREMISES**

THE HIRER agrees with the CHURCH to pay the hiring fee and to observe and perform the provisions and the stipulations contained or referred to in the CHURCH's Conditions of Hire, for the time being in force as annexed hereto (an understanding of which the HIRER acknowledges) together with any Special Conditions as set out in the Schedule attached (if any)

All hirers are responsible for the security of Church premises and the maintenance of good behavior by those using the premises during the period of hire. The Church stewards ask that the premises are left clean and tidy and that, where applicable, keys are returned promptly after completion of the event.

Parking is restricted at certain times and days.

Details of hire charges are on a separate sheet included with this form

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**Please complete the details below and return to the Church's Authorised Representative:-**

**Rebecca Chrystal c/o Diss Methodist Church Victoria Road Diss IP22 4EY**

**Tel: 01379 642791 Email: [DissMethodistChurch@outlook.com](mailto:DissMethodistChurch@outlook.com)**

**Name of Hirer:**

Purpose:

Date Premises required:

Time:            From      To

Accommodation required:    Hall (   )      Colin Riches Room (   )      Church (   )

Vestry (   )            First floor Room with kitchen counter (   )

Kitchen: Full Use (   )                      Preparation only (   )

Fee payable £xxxx per session with **kitchen hire for wash up and making hot drinks**

Total = £xxxx

**I / We** apply for use of the accommodation and facilities as stated above and, following confirmation, will pay in advance all relative hire charges.

**Payment to be made to:** Diss Methodist Church Sort Code 30-92-67

Account number 00587798 using ref:

**Cheque made payable** Diss Methodist Church should be sent with the booking form.

**I / We** confirm that all necessary performing rights permissions have been obtained.

**Please note the Church does NOT have an entertainment licence.**

**I / We**, the hirers of Diss Methodist Church premises as detailed above, agree to indemnify the Trustees of the said Church in the event of loss or damage to the Church premises or contents and in the event of any claim being made by any party for bodily injury or damage to property arising out of **my / our** use of the premises.

Further, **I / We** hereby certify that the Public Liability Policy No :

has a limit of liability of not less than £2 million, provides indemnity in accordance with the provisions of the above paragraph and will remain in force during the whole period of the hiring of the premises.

Name of person making the booking

Telephone No:

Email:

Address:

Signature

Date

## **Diss Methodist Church standard conditions of hire**

If the Hirer is in any doubt over the meaning of the following, please consult the Church's Authorised Representative without delay.

### **1. THE HIRER SHALL**

a. during the period of the hiring, be responsible for the room hired and its access, the fabric and contents and their care and safety from damage however slight or change of any sort and the behaviour of all persons using the rooms hired.

b. not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor bring onto the premises anything which may endanger the same or any insurance policies in respect thereof. Smoking or the possession or consumption of alcoholic liquor is not allowed, nor is gambling or any use or behaviour to which the church may take offence.

c. be responsible for obtaining such licences as may be needed from the Performing Rights Society and for the observance of the same.

d. comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court, Police or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays or productions.

e. indemnify the church for the cost of repair or any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of hiring as a result of the hiring.

f. take out their own public liability insurance to cover members of their group *and shall produce a copy of their insurance certificates.*

g. be responsible for security by ensuring that external doors are properly fastened during meetings to prevent unauthorised entry to the premises.

h. not leave items or equipment on the premises without the consent of the Property Committee of the Church and the Church reserves the right to remove any offending unauthorised items or equipment from the premises.

- i. only be allowed to bring onto the premises items and equipment which is listed herein as authorised equipment and any unauthorised equipment shall be removed immediately on the request of the church. The Hirer is responsible for ensuring that all *their* electrical equipment has been PAT tested.
2. At the end of the hiring period the Hirer shall be responsible for leaving the premises, surrounds and particularly the kitchen equipment, if used, in a clean and tidy condition. Any furniture and contents removed from their usual place shall be properly replaced with the premises locked and secured, unless directed by an authorised church representative. *Heating and lights should be switched off.*
3. If the Church requires the use of a room(s) e.g. for a funeral, or any special service, when there is a booking, the Hirer will be given as much notice as possible.
4. In the event of the premises or any part of it being rendered unfit for the use which it has been hired, the Church will not be liable to the Hirer for any resulting loss or damage.

### **Special Conditions of Hire**

If the Hirer of the premises has children and/or vulnerable adults within their group it is a requirement that the leader/responsible person is in possession of a Disclosure and Barring Service certificate or that the appropriate DBS enhanced disclosure certificate is held.

The Hirer will have made available to them Diss Methodist Church's policy on safeguarding and it is a requirement that this is adhered to.

It is a requirement that the Hirer has their own risk assessments in place.

Signed by the Church's Authorised Representative : -

Rebecca Chrystal Diss Methodist Church Administrator

Date

Signed by the person making the booking

Date

**DISS METHODIST CHURCH**  
**ROOM HIRE CHARGES (from 1st January 2026)**  
**COMMERCIAL BOOKINGS**

ROOM	1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8Hrs
Ground Floor. Hall.9.5 x 7.5 meters Kitchen adja- cent	£29	£37	£45	£53	£61	£69	£77	£85
Ground floor room. Colin Riches Room.  Kitchen adja- cent	£29	£37	£45	£53	£61	£69	£77	£85
First floor room with kitchen facilities. Jon Cousins Room. 7.5 x 4.3 meters	£24	£30	£36	£42	£48	£54	£60	£66

**CHARITABLE & SOCIAL FUNCTIONS**

ROOM	1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 Hrs
Ground Floor. Hall .	£23	£28	£34	£40	£46	£52	£58	£64
Ground Floor. Colin Riches Room	£23	£28	£34	£40	£46	£52	£58	£64
First floor room with kitchen. Jon Cousins Room	£18	£22	£26	£30	£34	£38	£42	£46

<b><u>KITCHEN</u></b>	<b><u>FULL USE</u></b> <b><u>(cooking etc)</u></b>	<b><u>Tea Coffee Fac-</u></b> <b><u>ilities</u></b>
Full Day	£42	
Morning, Afternoon or Evening  (3 hours Max)	£15	£3.00 per hour

**RATES NEGOTIABLE DEPENDING ON REQUIREMENT**

Raffles – maximum prize £50. Entertainment Licence advised. Use of AV equipment £35