

ANY QUESTIONS?

Booking Enquiries

samchurchenquiries@yahoo.com

01909 568216

Safeguarding Contact

Joy Fuller

joyfuller244@outlook.com

07749 797024

At the end of your event, please leave the room as you found it when you arrived.

CHECKLIST

Please ensure you have provided the following at the time of your booking:

- **A completed booking form**
- **A valid copy of your Insurance Policy**, where applicable.
- **Insurance cover for inflatables etc.**, where applicable.
- **Your Safeguarding policy** if you are working with young children, vulnerable adults e.g. the elderly, disabled etc.
- **Your DBS certificate**, where applicable.
- **The name of your first aider(s) and a copy of their certificate**, where applicable.



South Anston Methodist Church

Sheffield Road, South Anston,
Sheffield S25 5DT

BOOKING INFORMATION

Thank you for requesting to book a room at South Anston Methodist Church (SAMC). We welcome all those who wish to use our premises while following all safeguarding and health and safety recommendations. This leaflet outlines some of the information you will need to help you make your event safe and successful and allows us to finalise your booking.

Deposits and Cancellations

A 10% deposit will be charged for any booking over £100. **25%** of the fee will be payable on cancellation of your booking with less than *1 months'* notice

50% of the fee will be payable on cancellation of your booking with less than *14 days' notice*

75% of the fee will be payable on cancellation of your booking with less than *7 days' notice*

100% of the fee will be payable on cancellation of your booking *on the day*.

NB If the room is not left as the hirer finds it, we reserve the right to charge an additional cleaning fee.

Insurance and Licences

SAMC has public liability cover (Methodist Insurance plc) of **£5,000,000** which covers all liabilities connected with the Church facilities and their proper use.

Please ensure that ***your own insurance*** covers your organisation for damage to property or injury to any person caused by the improper use of the Church facilities or your own equipment.

A **copy of a valid insurance certificate** is required for our records if you book a room more than 3 times per annum. **Inflatables** are NOT covered by our insurance. You must purchase your own cover and present it to us **7 days BEFORE** the date of the booking.

If you are organising a **raffle, tombola** or other money raising activity, please be aware that it is your responsibility to provide a copy of the relevant local authority gambling licence if it applies to your event.

If you are using any **audio or visuals** it is your responsibility to ensure that all licensing is in place.

Data Privacy Statement

- For a full copy of our Data Privacy Statement please go to our website samchurch.org.uk
- In order for us to process the booking correctly, we will need full contact details from you. This is in order to make a legal contract with you for the booking.
- In line with our Data Protection Policy, your information is never used for marketing purposes or passed to a third party except for legal purposes (e.g., non-payment). It is always kept in a secure, locked place.

Health and Safety

- All health and safety procedures must be followed (please ask to see our Health and Safety policy).
- Please do not bring anything into the building that may be a health or safety risk e.g. gas canisters etc. If in doubt, please ask the bookings officer.
- Please remember that the building and church premises are ***non-smoking***. Any attendees needing to smoke must go outside the perimeter of the premises.
- In relation to alcohol, SAMC is a dry space. Alcoholic prizes or gifts are also not permitted if you are organising a raffle or tombola.

Safeguarding

- As a church, the safety of everyone using our premises is paramount. The SAMC Safeguarding Policy is available on request from the Booking Officer.
- If your event includes young people or vulnerable adults, ***we will need to see a copy of your organisation's safeguarding policy or you agree to adhere to our safeguarding policy.***
- Those working with young people or vulnerable adults will be expected to have a **current DBS certificate which must be seen by the SAMC Safeguarding Officer before your event.**

Contact details for our Safeguarding Officer are on this leaflet.

- The taking of photographs and videos is not permitted on the premises without the prior knowledge and consent of those present.
- **Please be aware: Your event may be visited by the Safeguarding Officer.**

Fire Safety

- It is the responsibility of the organisers to take an **attendance register**, which can be used in the event of a fire.
- The Booking Officer will inform the organisers of the siting of fire alarms and exits. It is the responsibility of the organisers **to present a fire safety announcement** to their attendees.
- In the event of a fire, leave the building immediately and **dial 999 for the Fire Brigade**. It is your responsibility **to ensure ALL your party have evacuated before reporting to your designated person in the evacuation area. DO NOT** try to tackle the fire yourself. Please ensure all doors are closed behind you.
- At the end of your event, please ensure that **everyone has signed out**, and **inform the Booking Officer** that all the rooms are empty and that everyone has left.

First Aid

- Please be aware that we are not able to offer a first aider to be in attendance. However, it is your responsibility to nominate someone to take charge in the event of a medical emergency.
- **First Aid kits** are kept by the kitchen in the hall and on the wall by the door in the Oak Room.
- **Accident forms** are kept by the kitchen and in the cupboard in the Oak Room. In the case of an accident, you must report it on the correct Accident Form **before** you leave the building.