



City Temple Conference Centre

Terms and Conditions

Your event must be in sympathy with the beliefs and values of the City Temple. If you are not sure what these are, please visit WWW.CITY-TEMPLE.COM or speak to a member of staff

PLEASE BE AWARE THAT THE CITY TEMPLE DOES NOT ALLOW EVENTS PROMOTING ANY POLITICAL CAUSE TO USE THE PREMISES.

Risk Assessment

The assessment of the conduct of a function rests with the City Temple.

Main Church: The Sanctuary

No food or drink is permitted in the Sanctuary - stewards are responsible for seeing that this is obeyed. Permission to use the PA, Piano or Organ by suitably qualified personnel must be agreed and payment received prior to the event

Booking periods

Our facilities can be booked from **08.00 to 22.00** Monday to Sunday. On Sundays, the Sanctuary is only available from 1pm. Extensions can be granted by prior arrangement only.

Viewing and Booking

You may visit during office hours (08.00 - 5.00pm) to view any of our facilities. Booking can be made in person (please phone in advance), by telephone, email or fax. City Temple will secure the facility for only 7 days from the date of the provisional booking.

Charges

The total hire charge is payable upon confirmation of booking. Access will only be granted upon receipt of full payment including all hire charges. A refundable damage deposit will also apply depending on the nature of the event. **There will be an additional charge for room hire beyond 10.00 pm.**

Payment Methods

BACS, CASH OR CHEQUE (Post dated cheques are not acceptable.) CHAPS payment for any event booked less than 3 days prior to the event.

Cancellation

Early cancellation of a booking, ie up to 30 days prior to the event will be re-scheduled according to availability. Bookings cancelled and not re-scheduled will not be refunded.

Booking Procedures

Considerations to ponder:

- Decoration of the hall (Setting up the venue)
- Preparation by entertainers and caterers
- Completion of Client Form

Access will only be granted during the hours booked.

Please note that additional charges will be incurred if booked time is exceeded. If you wish to extend your hours on the day, please discuss with the Warden on duty. Reasonable requests will not be refused.

Expected Attendance

There are maximum numbers permitted in each of our rooms depending on the type of function and amount of furniture required. These have been produced in conjunction with the Fire Brigade to ensure the safety of yourselves and your guests. You are required to have a checklist meeting with the Warden where you will agree a seating plan and maximum numbers attending. Contravention of this agreement (i.e. blocking the fire exits, etc) will result in a fine or even in the closure of the function if we judge the situation to be dangerous and results in forfeiture of the monies paid.

Catering

The City Temple's in-house catering team is able to provide full catering services and a choice of menu. Please inform us should you would wish to organize your own catering. However charges will incur for external catering as indicated below:

- Packed lunch: £1.00 per delegate
- CTCC Catering Facility £100.00 per hour

Kitchens

Use of kitchens does not infer use of any provisions, cutlery, crockery, equipment etc. We must be notified in advance of your specific requirements. The church will not be liable for any claims arising from failure to observe Food Hygiene or Health & Safety guidelines. No washing up should be left after events. Kitchen facilities must be booked in advance and details given at time of booking confirmation of the menu for an event. The Client must be responsible to ensure that a responsible, Food Hygiene certified person is present in the kitchen for the duration of the event. City Temple will gladly provide a kitchen supervisor at the rate of £15 per hour or part thereof, for the duration of the event.

Consumption of alcohol

City Temple does not permit the consumption of alcohol on the premises. For weddings and other private ceremonies where a champagne toast is required, permission may be granted, under strict guidelines and subject to the approval of the City Temple Elders. We would require a £250.00 cork deposit. As an alternative, why not try our exotic and punchy non-alcohol cocktail service? A cash bar can be arranged for the sale of non-alcoholic drinks.

The City Temple is a **smoke free & chewing gum free** building. Please note that a £1000.00 fine is applicable to the Client in breach of this rule.

Equipment

The City Temple in order to comply with current Health & Safety regulations reserves the right to vet any equipment. Fire exits should always be kept clear. City Temple cannot accept any responsibility for equipment or other goods used at the premises.

Entertainment

Details of any musical or other entertainment at a function must be approved by us at the time of booking.

Equipment and Furniture Please note that furniture or equipment should not be moved without permission or supervision of the Warden (or their deputy on duty) and should be replaced after use. Electronic equipment, including OHPs and projectors, must only be moved by City Temple staff. Any hire of electronic equipment will require photo identification to be provided by the Client.

Affixing Materials

Please let us know what your decoration needs are and we will find a perfect solution for you. Generally, no nails, strong adhesive tapes, etc only blue-tack is permitted.

Additional Equipment & Furniture

Clients are requested not to bring into, set up on or attach to the premises any fittings, decorations, furnishings, equipment or additional lights, or make any extensions to the electrical installations of the premises without the prior written consent of the Church. Any such additions must be made safe in all respects and are to be removed at the conclusion of the function.

Storage Facility

Please speak to our staff should you require a temporary storage facility. Should we be able to accommodate you there will be a charge of 63p per m² per hour.

ACCESS

The Sanctuary: The main church entrance is in Holborn Viaduct

Lower Hall: Access is via the Shoe Lane entrance (NOT Holborn Viaduct) when only the Lower Hall is booked. Adverts should be worded to reflect this.

Equipment Access: Any equipment brought in at the Holborn Viaduct entrance must enter and exit via the emergency exit ramp, not the front steps.

Disabled Access: Please notify the Warden (or his/her deputy on duty) when the disabled entrance is required for wheelchair access.

Parking/Deliveries: Holborn Viaduct has double yellow lines on either side. Please be aware of parking restrictions. Contact the City of London parking department in advance on 0207 606 3030 for parking arrangement and guidelines on parking in the City.

EVENT MANAGEMENT

City Temple Warden

In all matters the Warden's guidance (or that of their deputy on duty) must be followed.

Event Co-ordinators

The named Event Co-ordinators must meet with the City Temple Warden (or their deputy on duty) at the commencement of the event and must be present and available throughout the event period.

Meeting Conduct

The Client is requested to ensure that good order is kept at all times during the event. The City Temple reserves the right to halt any function that is not being properly conducted.

Sale of Ticket

Tickets may only be sold at the door at the discretion of, and by prior arrangement with, the City Temple.

Children

Adequate arrangements for the care of children during the event must be made. If a crèche facility is not provided, children must be under parental/adult supervision at all times. The stewards must enforce this condition and those children/parents not abiding by this condition will be asked to leave.

Dressing Rooms

It is the responsibility of the Client to arrange and pay for adequate dressing room space for the artiste(s)/choirs performing at the event.

Publicity Materials

The City Temple must approve all conference/event publicity material prior to distribution, advertisement or broadcasting.

Access & Event Closure

The City Temple **retains** the right to full access of the building at all times AND to close down the event if these conditions are violated or the event runs significantly over the booked time.

ADDITIONAL CONDITIONS FOR LARGER EVENTS

Stewarding : There must be a minimum of 8 stewards for any events held in the Main Church or 6 stewards for the Lower Hall, who must arrive one hour before doors open to the public.

Public Entry : No one will be allowed into the hired premises until stewards are in place.

Sound Checks/Rehearsals: All sound checks and rehearsals for concerts etc. must be completed before the doors open to the public. Sufficient hours should be booked to cover this.

FIRE REGULATIONS

All the main front doors are to be kept unlocked throughout events held in the church sanctuary.

All stewards must obtain and read a copy of the “**Fire Warning and Evacuation Procedures**” notice, and make themselves acquainted with the position of fire extinguishers and emergency exits.

Obstructions: The central and side aisles in the Sanctuary, and the entrance lobby, must be kept clear of obstructions at all times. No chairs or other movable items are to be brought into the church, and there should be no movable furniture in the entrance lobby.

Access to fire exits must be kept clear at all times.

RESPONSIBILITY

The City Temple will not accept responsibility in respect of any **loss, theft or damage** to any goods or property brought into the premises. It is the responsibility of the Client to arrange cover for loss or damage to all items brought into the City Temple during the event and which are not City Temple property. It is the Client's responsibility to take out suitable Insurance to cover the event. The Client must reinstate and make good to the satisfaction of City Temple any damage or loss of property or make full compensation. The Client hereby Indemnifies City Temple against all claims and proceedings reasonably made in respect of any personal injury, loss of property and against all costs and proceedings reasonably incurred. All Christian groups, churches or ministries who want to hold one off events, must be members of the Evangelical Alliance and provide a statement of faith to the Elders for approval. The leaders of Christian groups who wish to book regular events at City Temple will be required to have a personal meeting with City Temple's Minister, Church Secretary and CTCC Director prior to any bookings being accepted. No non-Christian spiritual groups will be permitted to hold functions at City Temple.

No event shall take place, which makes reference, either directly, or indirectly, to any pirate radio station in any form. Advertising of any event shall not include either the name of any pirate radio station, or of any person connected with any pirate radio station. No DJs, MCs or other people working for any pirate radio station shall be allowed to perform at this venue. During the event, no reference shall be made to any pirate radio station. Any breach of this clause will render the Client liable to summary cancellation of the event, with no reimbursement of costs.

Signed by Clients authorised representative:-

Signed:..... Date.../.../....

Name:.....