

Toll Gavel United Church Room Charges & Information

As from 1st September 2025

Church	£220/3 hours + £15 per additional hour	Spencer Room	£14 per hour
Hall/Kitchen	£60/3 hours + £14 per additional hour (if hired less than 3 hours then £20 per hour)	Wesley Room	£14 per hour
Welcome Room & Coffee Bar	£14 per hour	The Ark	£14 per hour
The Drive, including permanent stalls	£27.50 per morning £38.50 per full day	The Gallery	£14 per hour
The Drive, permanent stalls only	£5 per stall per day	The Den	£14 per hour

Booking fee deposits and cancellations: If an event is cancelled with less than 48 hours' notice we shall charge 25% of the full charge to the hirer. A £10 deposit is required in bookings for Coffee Mornings in the hall and a £50 deposit is required to confirm the use of the church. We may require the full payment for a one-off booking prior to the event

WiFi: Free WiFi is available throughout the hall and church area. The code can be sent upon room rental and request.

TV Licence: As Toll Gavel Church does not hold a TV Licence, no material from the BBC may be watched live or downloaded or watched on demand on any device whatsoever on the premises.

Fairtrade Policy: Toll Gavel United Church is a registered Fairtrade Church and strongly supports and promotes the use of Fairtrade products.

Insurance: For regular users of the premises you must possess a valid group insurance policy which covers any claim made against you by the victim of an accident which is the result of negligence on your group's part.

Safeguarding: We ensure that those who use our premises for regular or occasional use declare that they are familiar with both the Methodist Church safeguarding policy and the Safeguarding Policy of Toll Gavel United Church. Copies of both are available upon request. Information about Safeguarding practices within The Methodist Church can be found at <https://www.methodist.org.uk/safeguarding/>, and The United Reformed Church at <https://urc.org.uk/safeguarding/>.

Clearing Up: All rooms should be left clean and tidy, and furniture left as set, except the Hall and Welcome room which should be left clear of tables and chairs after use.

Raffles: Raffles and Tombolas are allowed to take place in the Hall and Drive. Raffles are allowed in the Church Centre where tickets may be sold and prizes displayed. No cash or alcohol prizes are permitted. All tickets must be bought at the event and the draw should take place at the event. Winning numbers in raffles may be announced in the Church.

Alcohol: No alcohol is permitted on Church premises, either inside or outside, and cannot be used as prizes or consumed on Church premises.

Hot Food: You are not allowed to serve hot food in the Church sanctuary itself.

Cake Stalls: Cakes cannot be sold on the Church Drive if there is a cake stall being held in the Hall as part of an event or booking (e.g. Saturday Coffee Mornings) but can be sold once that event has finished.

Publicity: It is the organiser's responsibility to advertise their event. We have several display areas in the church for posters. Please let us have copies at least a month in advance of the event.

Electrical Equipment: Any electrical equipment you bring on to the premises to use should have a valid PAT test certificate.

Performing Rights: Toll Gavel United Church is a member of the Performing Rights Society. Bookings that include public, paying concerts will need to provide a copy of all music performed and after the concert inform us of the number of tickets sold and the net profit of the concert. We charge an additional £40 to cover the PRS fees, for each concert, which will be added to the invoice. Groups should inform us when booking if it reports this information itself to the PRS and assumes payment of the fee; a £40 fee will not be added to the invoice.

Copyrights: If users of the church premises copy material that is subject to copyright, then the permission of the copyright holder must be obtained and be available for inspection on request so that no infringement is committed.

Health and Safety: Users must abide by the church's Health and Safety Policy, available on the notice boards in the Church Centre and the Church Hall.