

Minister: **Revd Timothy J. Bradshaw**

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Please reply to: John Hayes, Circuit Administrator


The Methodist Church
Broomhill Methodist Church
Fulwood Road, Sheffield, S10 3BD

Facility Information

Broomhill Methodist Church is a modern building which can offer a range of flexible facilities to support events, from small meetings for 6, to a conference for up to 150 people.

Broomhill is just a mile from the centre of Sheffield, with excellent access to bus, train and tram routes. Free car parking is generally available for up to 8 vehicles with two additional spaces reserved for disabled badge holders.

Wheelchair access is available throughout the premises (with the exception of the Rainbow Room).

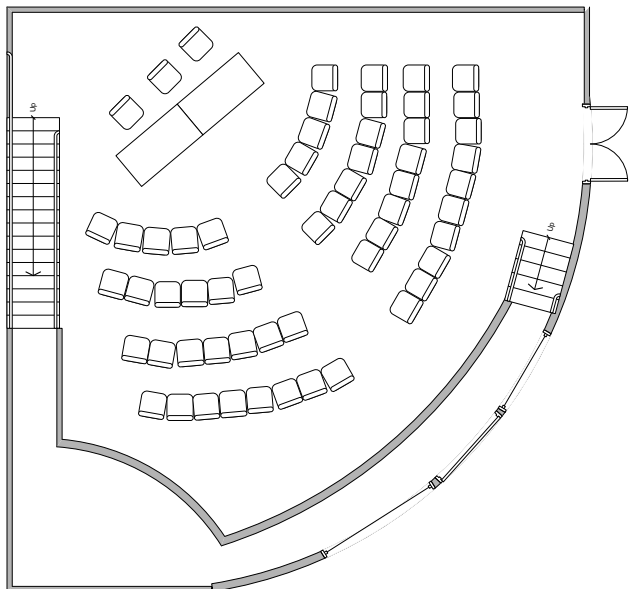
There is a lift to provide access between the car park and the upper level.

Room descriptions

Large Meeting Rooms

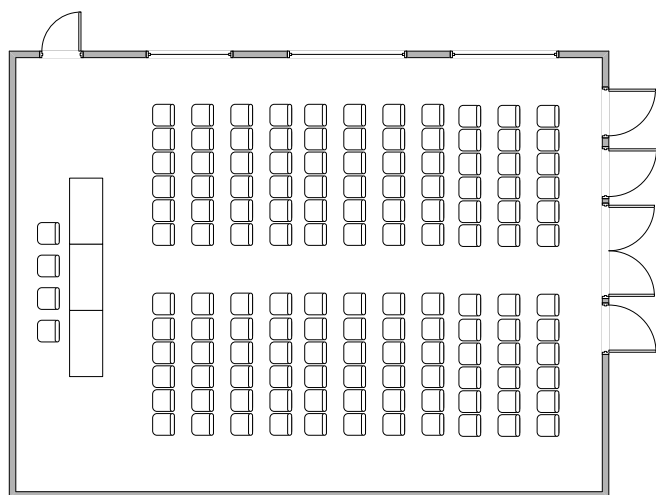
The Fulwood room

Fulwood room is “quarter circle” shaped with a radius of 11m. This offers an excellent space for activities ranging from formal meetings, speaking events and informal gatherings. The maximum capacity for any event is 80. This room has a mix of wood and carpet flooring. The Fulwood room has access to a small kitchen on the same level. The Fulwood room has access to toilets, including wheelchair access, on the same level.



The Ashgate Room

The Ashgate is a large rectangular room (13.75m x 10m). This offers an excellent space for activities ranging from formal meetings, speaking events to informal gatherings. The maximum capacity for any event is 150. This room has carpet flooring. The Ashgate room has access to a good sized kitchen. The Ashgate room has access to toilets, including wheelchair access, on the same level.

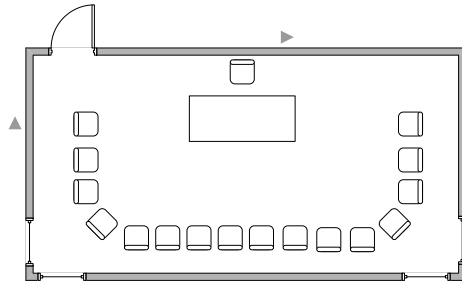


Room descriptions

Standard Meeting Rooms

The Wesley Room

The Wesley is a rectangular room (8.8m x 4.5m). This offers an excellent space for activities ranging from formal

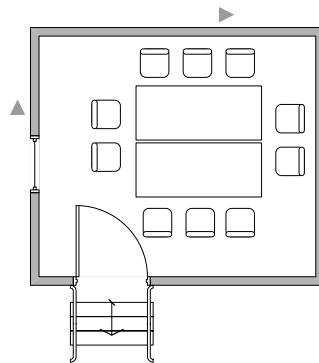


meetings, speaking events to informal gatherings. The maximum capacity for any event is 18. This room has carpet flooring. The Wesley room has access to a good sized kitchen on the same level. The Wesley room has access to toilets, including wheelchair access, on the same level.



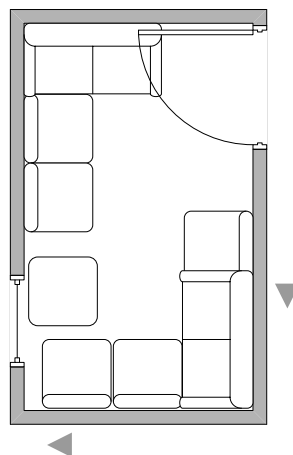
The Rainbow Room

The Rainbow is a rectangular room (4.9m x 4.2m) with 3 steps to access. This offers an excellent space for activities ranging from formal meetings, speaking events to informal gatherings. The maximum capacity for any event is 12. This room has carpet flooring. The Rainbow room has access to a good sized kitchen. The Rainbow room has access to toilets.



The Quiet Room

The Quiet is a rectangular room (4.0m x 3.9m). This offers an excellent space for small group activities and has comfortable seating. The maximum capacity for any event is 8. This room has carpet flooring. The Quiet room has access to a good sized kitchen. The Quiet room has access to toilets, including wheelchair access, on the same level



Room Hire Charges

Room		Max. users	Discounted Rate		Standard Rate	
			Rate per session (up to 3 hours)	Rate per day (Up to 6 hours per day)	Rate per session (up to 3 hours)	Rate per day (Up to 6 hours per day)
Ashgate	standard	150	£70.00	£140.00	£80.00	£160.00
	low use	26	£45.00	£80.00	£60.00	£100.00
Fulwood	standard	80	£55.00	£110.00	£65.00	£130.00
	low use	26	£40.00	£80.00	£50.00	£100.00
Wesley	standard	18	£37.00	£74.00	£40.00	£80.00
Rainbow	standard	12	£17.00	£34.00	£20.00	£40.00
Quiet	standard	8	£12.50	£25.00	£15.00	£30.00

Equipment Hire Charges

Equipment	Rate per session (up to 3 hours)	Rate per day (Up to 6 hours per day)
<i>Overhead Projector</i>	£5.00	£10.00
<i>Data Projector (may not be compatible with all laptops)</i>	£15.00	£25.00
<i>Laptop & Data Projector</i>	£20.00	£30.00
<i>Sound/PA system (2 fixed mikes and one wireless)</i>	£25.00	£40.00

Other Services

Photocopying is available at **10p** per copy (normally between 9.00am-4.00pm but only when office is open). Bottled water is available for **£2.00** per bottle. To guarantee availability please request at time of booking.

Payment & Accounting

Payment in full must be made at least 28 days (or earlier) to secure the room. Payment can be by cheque, or direct payment from your bank.

Invoices will be raised for all bookings.

Cancellation Policy

The following cancellation charges apply for all room bookings

Days before the hire	Cancellation Charge
More than 28 days	No cancellation charges – full refund of all fees paid
14-28 days	20% of the total hire costs (including equipment)
7-14 days	50% of the total hire costs (including equipment)
Up to 7 days	100% of the total hire costs (including equipment)

Housekeeping

The use of Broomhill Methodist Church operates a “leave it as you find it” policy. This helps to maintain the prices we charge for room hire.

Please.....

- ✓ read the Fire Instructions (on notice boards in the entrance foyers) and advise your guests on what to do in the event of a fire or incident.
- ✓ put the room back to the layout it was before you used it, including re-stacking chairs. The standard plan is on the wall by the door.
- ✓ clear all rubbish and put into the bins provided.
- ✓ report any breakages to the Bookings Administrator.
- ✓ wash up and put away all items used in the kitchen.

Please note that.....

- this is a no-smoking building.
- there is no alcohol to be consumed, supplied or sold.
- there is no gambling permitted.
- Broomhill Methodist Church cannot be held responsible for any loss or damage to possessions whilst on church premises, including the Car Park.

Car Parking

Free parking is available for a small number of cars. No parking can be guaranteed as there is often more than one user group. There are two parking spaces allocated for blue badge holders.



The Methodist Church

Broomhill Methodist Church

Fulwood Road, Sheffield, S10 3BD

Email: mwcircuit@btconnect.com

Booking form for room hire

Please note:

- 1) The hirer is responsible for the building throughout the hire time
- 2) All bookings, which must be prepaid, are only accepted on receipt of this signed form, at least 28 days in advance of the hire date.

Name of Organisation			
Contact person	Name	Group Leader (if different from contact)	Name
	Address		Address
	Phone		Phone
	E-mail		E-mail
Date		Start time	
Day		Finish time	
Maximum number of people attending		Number of Adult Leaders/Helpers	
Room/s required <i>(Please note Fire Safety stipulations on the room required)</i>		Reason for use	
Special Requirements <i>(please specify)</i>			
Charity Reg. No. (if app)			

Keys, security and insurance

Please select from the following	A	I am a regular user and already hold keys for access	
	B	The hire is between the hours of 9-5pm, Monday to Friday.	
	C	The hire is outside 9-5pm, Monday to Friday. I will need to make arrangements to collect and return the keys during normal office hours.	✓
Please confirm that the organisation has valid Public Liability Insurance (please tick box)			✓

Safeguarding Users Declaration

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purposes for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and young people. The Methodist Church is obliged to comply with the Home Office Code of Practice, *Safe from Harm*, which is pursuant to The Children Act (1989) and also with its own *Safeguarding* policy (copy available on request).

The Church Council must ensure that those who use the premises under licence, or who hire the premises for regular or occasional use, declare their familiarity with the Home Office Code of Practice and the *Safeguarding* policy of the Methodist Church.

On behalf of the above organization, I have read and agree to the terms and conditions of hiring rooms. I declare that I am familiar with the Home Office Code of Practice, *Safe from Harm* and the *Safeguarding* policy of the Methodist Church.

I enclose a cheque (payable to **Broomhill Methodist Church**) for £ _____ / I will pay by direct transfer to your bank _____

Signed _____ Date _____

Please return this form to John Hayes, Circuit Administrator at the above address. Phone 0114 2668729