



PART OF THE

**Woughton**  
ECUMENICAL PARISH

Anglican, Baptist, Methodist and  
United Reformed Churches working together





# Conditions of Hire

Christ the Vine Community Church (CVCC) reserves the right to refuse a booking or to cancel an existing booking. All bookings must be accompanied by a deposit of £100.00.

If your organisation requires an invoice/receipt for this please let us know. In the event of a cancellation, prior notice of at least two weeks must be given for a refund of deposit

You are only allowed to use the areas of the building which are specified in your booking. It is quite possible that other user groups will be booked in at the same time in other areas.

Hirers are responsible for all equipment used and will pay for any equipment belonging to CVCC that is broken, damaged or misappropriated. Hirers are expected to leave the premises in good, clean & tidy condition. No food or drink to be taken into the large (worship area) room, without prior written permission.

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. You are required to adhere to the church's child protection procedures and recommended good practice, a copy of which will be given to hirers of events involving children. The hiring of CVCC premises is made contingent on implementing the policy contained in the said document.

All users who are an integral part of Woughton Ecumenical Parish, are covered by our insurers for public liability (PL). In the event that a small organisation or an individual does not have their own public liability insurance, the hirer will be held responsible for any damage or injury arising from their own actions whilst on the premises, and this is the agreed understanding when making a booking. Any hirer who is an established organisation or corporate entity e.g. AA or a Housing Association, would be required to have their own PL for £5m. You must confirm that you have this type of cover and name the insurer when booking.

Christ the Vine is a modern, light and clean building with full central heating and disabled access and facilities. Parking is freely available and a local bus stops almost outside the door.

Ideal for holding meetings, conferences or training for both the commercial and charity sectors.

If you are looking for a reasonably priced facility, close to Central Milton Keynes, but with free parking, then this is the place for you.



## AT A GLANCE

- Conference Facilities
- Meeting Rooms
- Modern AV Equipment
- Easy Access
- Kitchenette
- Photocopier/Laminators



**Christ the Vine  
Community Church**  
Jonathans, Coffee Hall  
Milton Keynes  
MK6 5EG

Tel: 01908 392583

# Conference/Lecture Room

# Booking Form

The 'worship area' that we use for our Sunday services, is a versatile space with seating that can be arranged in a number of different ways; as a 'lecture theatre', small groups or more formal board room style layout.



The room has an induction loop system for the hard of hearing, and we can supply microphones on stands as well as hand - held and a lapel microphone. A stand-alone lectern that has its own sound amplification built - in and a reading light is also available to use.

The room is fitted with a drop - down screen, ceiling mounted DLP Projector

We can also provide a flip chart pad and easel, pens and notepaper. 'Go-pak' type tables can also be requested if needed.

The Kitchenette is available if needed included in the hire charge, for bring-your-own coffee and tea making.

Maximum capacity 100 seats in theatre style, 130 if partitioned Annex Area is also used.

Please print in black ink:

Contact Name

Organisation

Address

Telephone (Daytime)

Telephone (Evening)

Date(s) required

Time(s) required

Please indicate the accommodation required

Small Meeting Room

Annexe Area

Conference/Lecture Rm

Dining Room

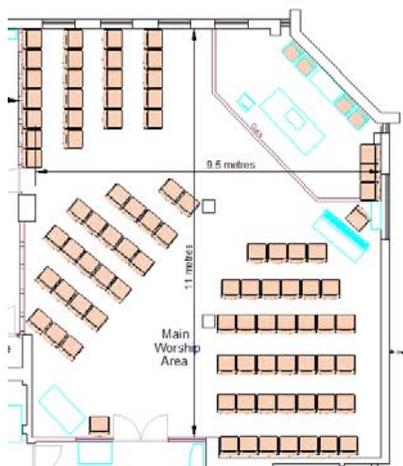
**I agree to the conditions of hire**

Signed \_\_\_\_\_

Print name \_\_\_\_\_

On behalf of organisation \_\_\_\_\_

Please take a copy of this form for your records



AVAILABLE  
FROM

**£10** per hour

# Hire Charges

Room	Rate (per hour)
Small Meeting Room (up to 15 people)	£7.50
Annexe Area	£7.50
Dining Room	Up to 14 people - £7.50 Up to 30 people - £10
Conference/Lecture Room	Up to 30 people - £10 Up to 60 people - £12.50 Over 60 people - £15

## Deposits

A deposit of £100.00 is required for all bookings (see Conditions of Hire).

## Please Note

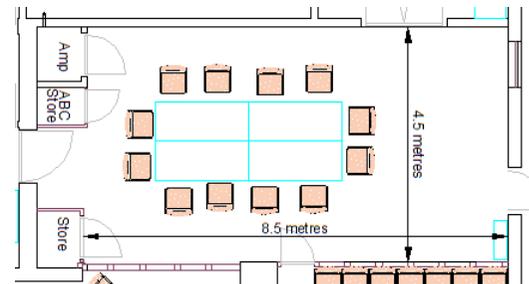
The building is not available for bookings on Sundays, Christmas Day, Boxing Day, Easter Day, Holy Week or UK Bank Holidays.

# Annexe Area

Adjacent to the Conference/Lecture Room, this is a partitioned section which also can be arranged in a number of different ways; as a smaller 'lecture theatre', breakout or syndicate room or more formal board room style layout.



We can also provide a flip chart pad and easel, pens and notepaper. 'Go—pak' type tables can also be requested if needed.



Maximum capacity 30 seats in theatre style, 14 in boardroom style

AVAILABLE  
FROM

**£7.50** per hour

# Small Meeting Room

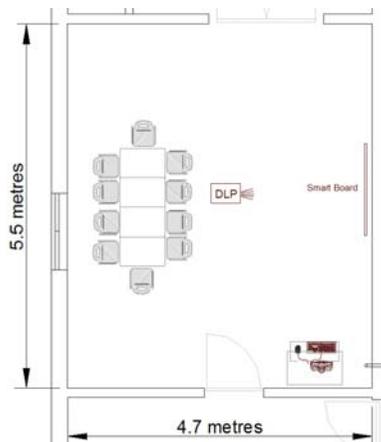
Adjacent to the Annexe Area and furthest away from the main entrance, this flexible space can be arranged in a number of ways; as a small lecture theatre, breakout or syndicate room or more formal boardroom style layout.



Whilst the room is fitted with a white board and projector, we can also provide a flip chart pad and easel, pens and notepaper. 'Go-pak' type tables can also be requested if needed.

The Kitchenette is available if needed included in the hire charge, for bring-your-own coffee and tea making.

Maximum capacity: 15 people in boardroom style.



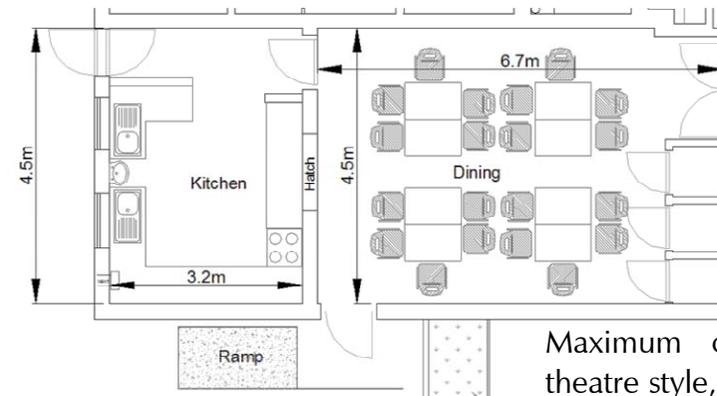
# Dining Room

Close to the main entrance, our Dining Room is also available as a smaller breakout area if needed. It can also be used as a refreshment area.



We can also provide a flip chart pad and easel, pens and notepaper. The tables can be rearranged as required for your function.

The Kitchenette is available if needed included in the hire charge, for bring-your-own coffee and tea making. The Kitchen is not available for hire.



Maximum capacity 30 seats in theatre style, 14 in boardroom style, 20 in café style.

AVAILABLE FROM

**£7.50** per hour

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**£7.50** per hour