



FUNERAL FORM

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO:

ADMINISTRATOR, ELIM CHURCH LEYTONSTONE, Hainault Rd, (corner of Fairlop Rd), LONDON, E11 1EL

PHONE: 020 8539 2286 | email: info@elimleytonstone.org

DETAILS OF THE PERSON EXPIRED		CONTACT DETAILS OF THE MOURNING FAMILY (Next of Kin)	
First Name:		First Name:	
Surname:		Surname:	
Address:		Address:	
Postcode:		Postcode:	
Date of Birth:		Home tel:	
Date of Expiry:		Mobile:	
Funeral Directory:		Secondary Contact	
Contact:		Name:	
Telephone:		Telephone:	

PROPOSED DATE OF FUNERAL: / / TIME: : - : Anticipated No. of Attendees:

LOCATION OF FUNERAL: ☐ ELIM CHURCH (Hainault Road) ☐ OTHER

LOCATION OF COMMITAL: TIME: : - : ☐ BURIAL ☐ CREMATION

☐ We would like Elim's Minister** to conduct the service.

☐ We'd like our own Minister to conduct the service

Minister's Name:

Church:

Contact details:

Church website:

Please indicate below what you would like us to provide (fees included):

☐ Use of Premises for 380 capacity: £660 (3 hour access including AV equipment and AV engineer)

☐ Use of Premises for 500 capacity: £870 (3 hour access including AV equipment and AV engineer)

☐ Minister's Fee: £210 | ☐ Pianist: £105 (inclusive of piano hire) | ☐ Drumkit Hire £35

☐ Piano Hire: £35 | ☐ Live streaming service : £155 | ☐ Use of Premises (reception – Minor Hall (per hour): £105

Additional time in the main hall is charged at £155 per hour. Do you require additional hours? If so, how many?

We will need order of service, and all media and tech requirements submitted to bookings@elimleytonstone.org at least 7 days before service. This includes any music you wish to be played or photos you would like displayed on the screen.

Technology & AV Requirements

To ensure your event runs smoothly, please indicate your technical requirements below. This information helps us allocate the appropriate number of technical team members for your event.

Tech Personnel Required (please tick)		
1 Pers	Audio Visuals – Slide show and word projection*	
2 Pers	Audio Multi media management or streaming (no cabling changes/alternative PA setup)*	
3+ Pers	Audio Streaming & full multimedia provision*	
Other Requirements:		

Option 1 – Standard AV Support (1 Technician)

Suitable for events requiring:

- ☐ Audio (microphones and sound system)
- ☐ Photo slideshow
- ☐ Song lyrics / words displayed on screen

Please note:

- **Media will not be displayed in full-screen mode.**
- **The operator can switch between song lyrics and a PowerPoint slideshow only.**
- **No additional media, videos or presentation changes can be accommodated during the event.**

☐ Price: £36.00 (First 3 hours - £12.00 per additional hour)

Option 2 – Enhanced AV Support (2 Technicians)

Suitable for events requiring:

☐ Audio support

PLUS ONE of the following:

☐ Live streaming

OR

☐ Multimedia presentation, including:

- PowerPoint presentations
- Full-screen media
- Switching between multiple media sources
- Song lyrics displayed on screen

Please note:

Our standard AV setup must remain unchanged during the event. Requests requiring additional cabling or changes to the existing AV installation may incur additional charges or may not be possible.

☐ Price: £72.00 (First 3 hours - £24.00 per additional hour)

Option 3 – Advanced AV Production (3+ Technicians)

Recommended for larger or more complex events requiring multiple technical services.

This option may include:

- ☐ Live streaming
- ☐ Multimedia presentation with multiple media changes
- ☐ Local video recording
- ☐ Song lyrics projection
- ☐ Extended event duration
- ☐ Multiple presentation sources
- ☐ Complex AV setup or additional cabling

☐ Price: £108.00 (First 3 hours - £24.00 per additional hour)

Please note:

Larger events may require additional technical personnel depending on the complexity of the production.

Technical Team Allocation

Depending on your event requirements, the following roles may be assigned:

- AV Coordinator / Technical Supervisor
- Audio Technician
- Multimedia / Presentation Operator
- Live Stream Operator

Where appropriate, competent volunteer operators provided by the event organiser may work alongside the church's technical team, subject to approval.

Technical Package Selection

<u>Package</u>	<u>Includes</u>	<u>Technicians</u>
Standard AV	Audio, slideshow, lyrics projection	1
Enhanced AV	Audio + live stream or multimedia presentation	2
Production AV	Live stream, recording, multiple media sources, complex production	3+

DECLARATION:

I have read and agree to abide by the Hire Conditions for Elim Church Leytonstone

Signed:

Date:

ALL MUSIC MUST STOP BY 10.00 PM DUE TO OUR CLOSE NEIGHBOURS

Terms & Conditions:

Please read the terms and conditions attached, and sign and date at the bottom. Where completing via computer, signing with your first initial followed by your surname will be deemed as signed.

Conditions of Hire

Below are the conditions of hire that are to be met. Failure to adhere to these conditions will result in extra charges plus loss of deposit.

1. Maximum Capacity

Every room available for hire has a maximum capacity. Please acknowledge these numbers, and on no account shall these figures be exceeded.

Room	Maximum Number
Main Hall	380 (500 including balcony)
Minor Hall	120
Chill room	25
The lounge	25

2. Payment Terms

A 50% deposit is required to secure your booking. Full payment must be received a minimum of 2 week in advance of your function. Failure to pay will result in your booking being cancelled.

3. Cancellation

It is the hall hirer's responsibility to inform Elim Church Leytonstone of any changes or cancellations. Cancellations must be made a minimum of 7 days in advance of the booking.

If a minimum of 7 days notice is given before cancellation, the hirer will be refunded in full. If the hirer fails to cancel the booking within the required time frame the full hire charge will be retained by Elim Church Leytonstone.

If we suspect a hirer to be using a facility for an illegal or immoral purpose, we have the right to cancel your booking and any subsequent bookings. If a booking does not align with Elim Church Leytonstone values the Church has the right to refuse the booking and subsequent bookings.

4. Hiring Period

The hirer must only enter the premises at the agreed times and must vacate the premises on time, at the expiration of the hiring period. The hirer must ensure that they only use the facilities they have hired failure to do so will incur charges.

5. Safety Requirements

No activity that can endanger those present or in the vicinity is permitted, nor activities that invalidates the insurance policies relating to it and its contents. In particular:

- Performances involving danger to the public are not permitted
- The use of unauthorised heating and cooking appliances on the premises is not permitted

- All electrical appliances or equipment brought into the building must be fully compliant with the Electricity at Work Regulations 1989, and display a current PAT test identification marking or certificate of electrical safety. Elim Church Leytonstone disclaims all responsibility for claims and costs arising out of any such equipment which does not comply.
- A First Aid box is to be kept readily available for all users of the premises although it will be the responsibility of the user to ensure that arrangements for adequate first aid cover are met. If anything is used from the first aid kit it is the hirers responsibility to inform Elim Church Leytonstone.
- Extra Furniture, staging and equipment cannot be brought into the building without the express written permission of Elim Church Leytonstone and must meet all safety requirements as appropriate.
- Elim Church Leytonstone will not be liable for any injury to the hirer or any of their attendees except were caused by negligence of the church.

6. Fire Safety Procedures

The lead hall hirer must ensure that all fire procedures are followed. They must ensure the following:

- That no exits, gangways or emergency exits are obstructed.
- Fire doors must remain closed and free from obstruction at all times.
- That they take responsibility for ensuring that any person with mobility issues, impaired hearing or eyesight is assisted by a nominated person in the event of an emergency evacuation.
- That they make all attendees aware of the evacuation procedures and that evacuation procedures are followed at all times.
- Fire-fighting apparatus is kept in its proper place and only used for its intended purpose; only trained persons are to use the fire extinguishers.
- The use of any fire fighting apparatus must be reported to Elim Church Leytonstone as soon as practical.
- The Fire Brigade (999) is called to any outbreak of fire, regardless of size, and details of the occurrence are to be reported to Elim Church Leytonstone as soon as is practical.
- Highly flammable substances shall not be brought into, or used in, any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected, temporarily or permanently, without the consent of Elim Church Leytonstone.
- The following items are prohibited:
 - o Candles
 - o Incenses sticks or shisha pipes
 - o Barbeques
 - o Any item with a naked flame

It is the responsibility of Elim Church Leytonstone to ensure that the hirer is informed of the evacuation procedure of the premises and familiar with the fire-fighting equipment available. Any hirer who has not received such information or instruction shall inform Elim Church Leytonstone without delay.

7. Supervision

The hirer or other person in charge on the day shall not be under the age of 18 years, and shall be on the premises for the entire period of hire or duration of activity. They must not be engaged in duties or activities that prevent them from providing general supervision.

Where there are 100 people and over, it is required that there be two persons on duty to provide general supervision, both of which should not be under the age of 18 years.

8. Licenses and permissions

It is the responsibility of all independent user group to check whether they require licences or permissions for its activities, including the following and, if so, to make the appropriate arrangements:

- Showing films and videos.
- Performance of copyright music
- Royalty fees for performance of plays.
- Making recording of musical or literary works (Mechanical-Copyright Protection Society)
- Use of minibuses

9. Storage

The express written permission of the Elim Church Leytonstone must be obtained before goods or equipment are left or stored on the premises. Hirers and Affiliated Groups are reminded that they are themselves responsible for insuring their own property when in the premises. Any item left without permission will be disposed of at earliest convenience and deposit at risk.

10. Property

Elim Church Leytonstone cannot accept responsibility for damage to, or the loss or theft of, property and effects belonging to any user of the building or car park.

11. Noise

Hirers and organisers of Facility events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for nearby residents either during the event or on attendees' arrival or departure.

12. Children and Young People

Care must be taken to safeguard the wellbeing of children, the young and vulnerable people, and it is the responsibility of all users of the building to make every effort to ensure that they receive the necessary care and attention, and are protected from coming to any harm.

All work with children and young people under the age of sixteen organised by any user groups of the Elim Church Leytonstone must comply fully with the requirements of The Children Acts 1989 & 2004, 2014 Care Act (and such further legislation as may be enacted) or, where applicable, with the Home Office Code of Practice Working Together to Safeguard Children (2015).

It is the Hirer's responsibility to ensure that only fit and proper persons have access to children and adults at risk.

13. Supply of Food

Only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises (Registration) Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Environmental Health Department and can demonstrate this are permitted to make and sell food on the premises.

Food and drink are not permitted to be consumed or distributed in the foyer or in the main hall.

14. Alcohol & Smoking

Alcohol and smoking are not permitted in any part of the premises inside or out.

