

ST. JOHN'S CHURCH HALL

BOOKING FORM

Name Telephone number

Address

Date of event Time: From To

E-Mail address (please write in capitals)

Type of Event

Use of cooker: Yes/No

I have read the terms and conditions and agree to comply with them.

Signed

BOOKING TERMS AND CONDITIONS

1. The charge for hire is £14 per hour, and if you wish to use the cooker an additional £5 per session.
2. Receipt of a deposit of 25% is required to confirm the booking.
3. The deposit is not returnable if the booking is cancelled within two weeks of the date of the event booked.
4. Hire charges to be paid on receipt of the key.
5. At the end of the hire period the key is to be returned to 16, Ripley Road.
6. Hirers are responsible for leaving the hall* in the condition in which they find it. This includes putting away all tables and chairs, ensuring the hall* is left clean and tidy, and all lights switched off. If it is not left in a suitable condition, an extra charge will be levied.
7. Users must provide their own tea towels and cleaning materials.
8. Paper towels etc. must not be flushed down the toilet. There is a bin in the Disabled toilet for the disposal of nappies.
9. Disposal of rubbish. Users must bring black sacks which must be placed in the wheelie bins outside the kitchen door, with material for recycling (paper/cardboard+, glass and plastic bottles and cans only) in the appropriate bin.
10. Any breakages, faults or incidents should be reported. Breakages to be paid for at cost.
11. Nothing may be affixed to the walls.
12. Volume of sound equipment must not be audible outside the building.
13. The hall does not have a licence to sell alcohol.
14. The hall must be vacated by 11.00pm.
15. The stage must not be used without prior agreement.

*"Hall" includes Ladies, Gents and Disabled toilets, and the kitchen if used.

+ Please flatten cardboard boxes.

Received from the sum of £ being the deposit for the use of St John's Church

Hall on from to