

# ST. JOHN'S CHURCH HALL

## BOOKING FORM FOR REGULAR USERS

Name ..... Telephone number .....

Address .....

Day ..... Time: From ..... To .....

E-Mail address (please write in capitals) .....

Type of Activity .....

Use of cooker: Yes/No

I, .....wish to book St John's Church Hall weekly/monthly/other as specified above

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

Signed .....

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### BOOKING TERMS AND CONDITIONS

1. With effect from January 1<sup>st</sup> 2019, the charge for hire is £15 per hour or as agreed with the Hall Committee. This will be reviewed each January. If you wish to use the cooker an additional £10 per session.
2. Users will be invoiced monthly by email and payment should be made within 28 days.
3. Users are responsible for ensuring they have adequate insurance. This includes all legal liabilities which could arise, including death or personal injury to third parties (including employees and volunteers), or damage to the property or property of others arising out of their occupation and activities, whilst at the premises. The Committee reserves the right to check the existence of such cover on request.
4. Users 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. If this is a regular occurrence the booking may be terminated without prior notice.
5. Users must provide their own tea towels and cleaning materials.
6. Paper towels etc. must not be flushed down the toilet. There is a bin in the Disabled toilet for the disposal of nappies.
7. 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.
8. Any breakages, faults or incidents should be reported as soon as possible. Breakages to be paid for at cost.
9. Nothing may be affixed to the walls.
10. Volume of sound equipment must not be audible outside the building.
11. The hall does not have a licence to sell alcohol.
12. The hall must be vacated by 11.00pm.
13. The stage must not be used without prior agreement.
14. This contract can be terminated by either party with 1 months notice or rent in lieu.

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

+ Please flatten cardboard boxes.