

# ST. JOHN'S CHURCH HALL

## BOOKING FORM

Name ..... Telephone Number .....

Address .....

Date of Event ..... Time of Event (From/to) .....

Type of Event .....

Use of kitchen - Yes/No

I, ..... wish to book St John's Church Hall on the date specified above.  
I have read the terms and conditions and agree to comply with them.  
I enclose a 25% deposit, which I understand will be forfeit if I cancel within two weeks of the event.

Signed .....

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### BOOKING TERMS AND CONDITIONS

1. The charge for hire is £14 per hour
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. Balance of hire charge 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. Hirers must provide their own tea towels and cleaning materials.
7. Paper towels etc. must not be flushed down the toilet. There is a bin in the Disabled toilet for the disposal of nappies
8. Disposal of rubbish. Hirers must bring black sacks which must be placed in the wheelie bins outside the kitchen door, with material for recycling (paper/cardboard<sup>+</sup>, glass and plastic bottles and cans only) in the appropriate bin.
9. Breakages to be paid for at cost.
10. Nothing may be affixed to the walls.
11. Volume of sound equipment must not be audible outside the building.
12. The hall does not have a licence to sell alcohol.
13. The event must finish and the hall vacated by 11.00 pm.

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

<sup>+</sup> Please flatten cardboard boxes

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Received from ..... the sum of £..... being the deposit for the use of St.

John's Church Hall on ..... from ..... to .....