

**ST. JOHN'S CHURCH HALL
BOOKING FORM – OCCASIONAL USERS**

Name Telephone number

Address

.....
.....

Date of event

Time: From To

E-Mail address (please write in capitals)

.....

Type of Event

.....

How many tables will you require

How many chairs will you require

Use of kitchen: Yes/No (£5 extra)

Use of cooker: Yes/No (Additional £5)

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

Signed

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

On

fromto

BOOKING TERMS AND CONDITIONS FOR OCCASIONAL HIRERS

Terms

1. Hall hire is £18 per hour, to include the use of the hall, the lobby and the toilets. Nappy changing can be found in the disabled toilet
2. By prior arrangement the kitchen can be booked and is £5 extra; use of the cooker is an additional £5.
3. Receipt of a deposit of £20 is required to confirm the booking.
4. The deposit is not refundable if the booking is cancelled within two weeks of the date of the event booked.
5. Hire charges to be paid on receipt of the key.
6. At the end of the hire period the key is to be returned to 16, Ripley Road.

Conditions

1. Hirers are responsible for leaving the hall* in the condition in which they find it. This includes cleaning the tables and chairs before putting them away. Returning anything that has been moved, to its original place. Please ensure the hall* is left clean and tidy, and all lights switched off and doors and windows closed. The cooker should be left clean if it is used. If anything is not left in a suitable condition, an extra charge will be levied. A dustpan and brush and broom are in the chair cupboard, which is on the left as you enter the hall.
2. Users must provide their own tea towels.
3. Only toilet tissue should be flushed down the toilet. Please take nappies home with you.
4. Disposal of rubbish. Users must bring their own black sacks and all rubbish removed/taken home.
5. Any breakages, faults or incidents should be reported to Caroline. Breakages to be paid for at cost.
6. Nothing may be affixed to the walls.
7. Volume of sound equipment must not be audible outside the building.
8. The hall does not have a licence to sell alcohol.
9. The hall must be vacated by 11.00pm.

Health and safety

1. The stage must not be used.
2. If you are hiring a Bouncy castle you need to ensure the hire company has at least £2,000,000 public liability insurance.
3. Only adults are allowed in the cupboard to the left of the hall door to get tables and chairs out. Tables and chairs should be returned to the cupboard and stacked safely, neatly and tidily. There is a chair trolley to help you to move the chairs.
4. No preschool equipment should be touched, moved or used.
5. In case of a fire you should be aware of the emergency exits.
6. A first aid box is available at the left side of the stage.
7. An instruction booklet for the cooker can be found on the hook near to the cooker.

A member of the Hall Committee may come to the hall to ensure the terms and conditions are being followed.

*"Hall" includes toilets and the kitchen and cooker if used.

Please note:

The hall will not be cleaned between events.