

**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

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

BOOKING TERMS AND CONDITIONS FOR REGULAR USERS

Terms

1. Hall hire is £18 per hour, to include the use of the hall, the lobby and the disabled toilet, which has nappy changing facilities. If you would like the other toilets open please speak to Caroline.
2. By prior arrangement the kitchen can be booked and is £5 extra; use of the cooker is an additional £5. (Instruction booklet is on the wall to the left of the cooker).
3. Users will be invoiced monthly by email and payment should be made within 28 days.
4. 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.

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.
5. Users must provide their own tea towels.
6. Only toilet tissue should be flushed down the toilet. Please take nappies home with you.
7. Disposal of rubbish. Users must bring their own black sacks and all rubbish removed/taken home.
8. Any breakages, faults or incidents should be reported to Caroline. 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.

Health and safety

13. The stage must not be used.
14. This contract can be terminated by either party with 1 months' notice or rent in lieu.
15. If you are hiring a Bouncy castle you need to ensure the hire company has at least £2,000,000 public liability insurance.
16. 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.
17. No preschool equipment should be touched, moved or used.
18. In case of a fire you should be aware of the emergency exits.
19. A first aid kit should be provided by the group.
20. 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.