



Terms of Hall Booking - to be read prior to booking

1. A maximum of 20 children can attend a party in the hall, up to and including year 3.
2. The person booking the hall is responsible for the cleanliness at the end of the event, including the toilets. Please note that should the premises be left in a mess, we will have to pay our cleaner to come in, and this payment will be deducted from your deposit (£100). Cleaning equipment can be found in the kitchen. Any damage whatsoever will also be deducted from your deposit.
3. Please bring your own bin bags and remove all bags from the premises / car park at the end of the party. Regrettably our bins are for Church use only as any overflow attracts seagulls. If we have to pay our cleaner to clear your rubbish from the carpark this payment will be deducted from your deposit.
4. Cost of hire is £60 per half day (payable in cash or cheque the week before the party).
5. Returnable deposit: £100 (payable in cash or cheque at the time of booking but non-returnable in the event of damage or litter - see above)
6. Tea/coffee making facilities are provided, but please bring your own tea, coffee, milk etc.
7. Use of the oven / hob is permitted but no additional electrical cooking equipment is to be brought onto the premises
8. Please do not leave items in the kitchen refrigerator. The church cleaner does not come into the hall every day and another group may be using the hall after your booking.
9. Please do not enter any of the connecting doors into the Church worship area during your booking.
10. No smoking is allowed on the premises / car park.
11. No alcohol is allowed on the premises / car park.
12. The safety of children in your care is entirely your responsibility and not that of the Church. Please have enough adult supervision and check that exit doors are locked or watched during a party. A basic first-aid kit is available in the kitchen.
13. The collection and return of keys will be arranged by the Church Administrator with the person booking the Hall. **Note: please ensure you collect your key the week prior to the party (the office is only open Wednesdays 9.30pm-12.00pm).**
14. In the event of an emergency relating to access, please telephone Ruth Heaven on 853989 or John Le Gresley on 852502.