

**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 ..... from ..... to  
.....

## BOOKING TERMS AND CONDITIONS FOR OCCASIONAL HIRERS

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 more 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. The kitchen will be locked unless it's use has been arranged.
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.
7. 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. Please ensure the hall\* is left clean and tidy, and all lights switched off and windows closed. If it is not left in a suitable condition, an extra charge will be levied. A broom and dustpan and brush are located in the cupboard to the left of the hall door.
8. Users must provide their own tea towels.
9. Paper towels etc. must not be flushed down the toilet. Please either place nappies in the bins outside the hall or take them home with you.
10. Disposal of rubbish. Users must bring their own black sacks and all rubbish removed/taken home.
11. Any breakages, faults or incidents should be reported. Breakages to be paid for at cost.
12. Nothing may be affixed to the walls.
13. Volume of sound equipment must not be audible outside the building.
14. The hall does not have a licence to sell alcohol.
15. The hall must be vacated by 11.00pm.
16. The stage must not be used without prior agreement. The only time anyone is allowed on the stage is to get the chairs and this must only be adults before any children arrive.
17. If you are hiring a Bouncy castle you need to ensure the hire company has at least £2,000,000 public liability insurance.
18. If anyone has symptoms of an infectious illness they must not enter the hall.
19. If anyone feels ill during the hire they should leave the premises asap
20. Only adults are allowed in the cupboard to the left of the door to get tables before any children arrive.
21. No preschool equipment should be touched, moved or used.
22. Keep the hall well ventilated but please close all windows and doors when you leave.
23. In case of a fire you should be aware of the emergency exits.
24. A first aid box is available at the left side of the stage.
25. Groups need to provide their own drinking water if they are not using the kitchen.
26. In addition to the above all people using the hall must follow current government guidelines.

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.