**ST MARK'S HALL**

**Terms and Conditions of Hire**

Charges

(Hire duration includes your setup and take-down time!)

* 1. 1 Hour - £25
	2. Every extra hour will be an additional £15
	3. For example 4 hours will be £25 + £15x3 = £70

Deposit

A Deposit of £50 together with the Hire Charge is payable on booking the Hall. If you cancel your booking up to 48 hours before the hire, we will refund all the fees apart from a £20 admin fee.

Damage

The Hirer is the responsible for paying for any loss or damage to the Hall or its contents during the occupancy; the cost will be deducted from the deposit and any excess charged separately.

Liability

The Hall committee is not responsible for any loss or damage for any personal property belonging to people using the Hall.

Fire Extinguishers

These are provided for emergency use. Wrongful discharge will be charged to the Hirer. This will include all the costs of replacement and repairs.

Assembly Point

In the unlikely event of a fire, please evacuate the building and meet at the far end of the car park.

Children's Parties

The parent(s) or responsible adult(s) must be present throughout the booking period and children must be supervised at all times.

Plastic chairs (dark brown) are provided in the store room behind the sliding door. Upholstered chairs stored in the far room are reserved for Church Services and adult meetings only.

Fireworks, sparklers, barbecues or bouncy castles are not permitted in the Hall or grounds.

Party Décorations

Balloons may be put up with Blu-Tack. PLEASE DO NOT USE SELLOTAPE OR DRAWING PINS.

Alcohol

While you may bring your own alcoholic drinks, please note that the Hall is not licensed for sale of alcohol.

Facilities

Crockery, cutlery, 2 kettles, coffee percolator, microwave oven, fridge and cooker are available for catering purposes. Instructions for the use of the cooker and microwave are in the 2nd drawer below the China cupboard. **Please do not use the cooker timing device.** **Please do not touch the controls for the Heating Boiler in kitchen.**

**Tea Towels are not provided.** **Please bring your own**. Washing up liquid and a surface cleaner is provided in the kitchen. Please use them and place them out of reach of children.

First Aid

There is a first aid box attached on the wall in the kitchen. Please let us know should you have needed any of the resources so that we can replace them. Please report any accidents that might have happened during your hire. You will find the accident report book in one of the drawers in the kitchen.

Rubbish

**The Hirers must remove their own rubbish as there is not enough space in our bins. These can only be used by regular hirers. Please supply your own bin bags and take them away. Please do not leave the rubbish in bins of nearby residents. We will withhold the deposit if rubbish is left behind.**

Noise

Live or disco music must not cause a nuisance to the neighbours and must be kept inside. **All music must finish by 9.30 pm at the latest.**

Outside use

Please do use the courtyard outside the hall and within the fencing for parking although we ask you not to park on the grass. ***Please note that our license does not allow hirers the use of the outside garden or courtyard.***

Latest Closing Time

**The Hall must be vacated by 10.00pm.** We recommend that you finish your event by 9.30pm to allow for 30 minutes to clear and tidy.

Sunday Hire:

The Hall must be vacated by 8.00pm and we would recommend that you finish your event by 7.30pm to allow for 30 minutes to clear and tidy.

Keys

Please make arrangements for opening and closing the hall via the church office.

A window lock key is located on a hook at high level above the entrance hall door.

If wheelchair access is needed the key for the other part of the front door is located as above. Please return these two keys to their original location.

Upon Leaving.

The hall should be left as it was found. Any additional cleaning from the normal that is required due to your hire will be taken from the deposit.

Please ensure that:

* Tables are returned to storage area
* Chairs are stacked in storage area
* Floor is swept and small spills wiped up. You can use the paper towels for this. Equipment for this is stored in the storage room (where chairs and tables are)
* Crockery and cutlery is washed dried and stored away.
* Work tops and sinks are wiped with surface cleaner.

Please check that:

* Cooker is switched **off**.
* Heating is switched **off** by turning the thermostat dial down on number 10.
* Lights are switched **off**. (Check those in male and female toilets.)
* Kettles are unplugged and stored in cupboards
* Fire exit and windows are closed and secured
* Main door and main gates are secured.

**Please return the 2 keys to the post box on St Mark’s House (next door) Please return the 2 keys to the post box on St Mark’s House (next door)**

If you have any further questions about the Hall or would like to preview the facilities, do not hesitate to contact the church office. We hope you will enjoy your event at St Mark's.

If you have any problems relating to your hire outside normal working hours please contact either Edda on 07944557814 or Michele on 07802877824