

**ST MARK'S HALL**  
**Terms and Conditions of Hire for One Off Hirers**

Charges

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

- a. 1 Hour - £25
- b. Every extra hour will be an additional £15
- c. For example, 4 hours will be £25 + £15x3 = £70

Deposit

A Deposit of £50 (or £100 if the event runs later than 7.30pm) 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.

General:

The maximum number of people the Hall can accommodate (including children) is 50

Food can be warmed using the Hall's oven and microwave but should not be cooked on site

Smoking or vaping inside is not permitted

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. Please inform the office if any furniture is damaged or stains cannot be removed

Liability

The Hall committee is not responsible for any loss or damage for any personal property belonging to people using the Hall. Please note that our license does not allow hirers to use the outside garden or courtyard.

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 always supervised.

Plastic chairs (dark brown) are provided in the storeroom 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, DRAWING PINS OR ANY OTHER STICKING APPLICATIONS TO THE WALLS.

### 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.

Food may be warmed up using the Halls oven and microwave, but no food should be cooked on site. Instructions for the use of the cooker and microwave are in the second drawer below the China cupboard.

**Please do not use the cooker timing device. Please do not touch the controls for the Heating Boiler in the 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 need 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. 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

Music and any other loud noise must not cause a nuisance to neighbours. All music must be reduced to a quiet level by 8.30pm and finished by 9.30 at the latest. Please be respectful and keep noise quiet when leaving the Hall.

### 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.**

## PARKING

If the car park is full please ensure that cars parked on the neighbouring roads do so respectfully and keep driveways free and ensure there is enough space in the road to allow emergency vehicles to pass.

## 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.

### Access to the Hall

Access to the hall will be explained a couple of days prior to the hire date. You will be given the access codes at this time.

A window lock key is located on a hook at a 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 with the window lock key. 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
- The floor is swept, and small spills wiped up. You can use paper towels for this. Equipment for this is stored in the storage room (where chairs and tables are)
- Crockery and cutlery are 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.
- The 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 keys to the key box located on the outside of the Hall and padlock the gates on exit.**

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.

Please sign below to show that you have read and understood the terms and conditions and return a copy to the Parish office. Thank you.

**Signed by:**

**Signed by:**



Name of Hirer

Michele Lee MBE  
Chair of the Management  
Committee

Date: