

Hall Bookings

Key Points to Make

- What type of function does the person want to use the Hall for?
- The hall is not available after 10pm
- No music to be played after 9:30pm
- Hall capacity is eighty adults (there are eighty chairs and 12 tables, in addition there are six child tables and 20 children's chairs).
- If children are coming to the function but not their parents, the 'Child Protection Policy' applies. If the outside area is to be used children must be supervised at all times. (Give a copy of Child Protection Policy to person booking hall if appropriate).
- Cars must not be parked on grass (there is room for parking in side streets).
- No smoking on premises or in grounds.
- The person must be given a copy of form 'Conditions of Hire of Parish Hall.'
- Complete 'Hall Bookings' form. Make sure a contact telephone number is included.
- Enter date in Hall Diary and determine who will open and close the Hall.

Use of Hall

- The kitchen is available for use; this includes a cooker, microwave, urn, kettles, crockery and cutlery.
- A basic First Aid kit is available - to be found in kitchen cupboard. Any accidents should be recorded in the Accident Book (found with kit).
- Rubbish should be secured in plastic sacks and no food to be left out after the event has finished. **ALL RUBBISH & RECYCLING MUST BE TAKEN AWAY.**
- Keys to padlocked gate can be made available.

Finances

- Hire of hall is from £20 per hour (for a member of Church on Electoral Roll, cost is £15 per hour). Hours after 6pm are £30.
- A deposit (£50 before 6pm / £100 after 6pm) is requested. This will be posted back to hirer after the event if all is fine.
- The balance for the hire of the Hall must be settled at least one week before the function.
- Receipt must include the following:
 - Name of Hirers
 - Date of Hire
 - Amount Paid
 - Signature and date of Transaction
- A separate receipt must be made for the deposit.
- Money and receipts to be put into separate bags and places in the safe.