

# St Peter-at-Gowts Church Hall



Booking Form

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Conditions of Hire

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Hire Charges

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Contact details

## **ST.PETER-AT-GOWTS CHURCH HALL**

### **CONDITIONS OF HIRE AND REGULATIONS**

Revised August 2018

- 1 The attached form is to be completed and returned to Mrs S Frecklington, 31 High Street, Skellingthorpe, LN6 5TS. Whoever signs the form is responsible for the booking.
- 2 Use of the hall is restricted to the agreed detail on the signed booking form.
- 3 The person hiring the hall is totally responsible for ensuring good behaviour of those in the hall during the period of hire.
- 4 Persons who book the hall must pay for it in advance (including a refundable deposit of £25). However, persons who make bookings for regular meetings etc. need only pay a £10 deposit in advance of each booking. Advance payments will be forfeited unless a minimum one month's notice of cancellation is given.
- 5 St Peter-at-Gowts Church accepts no responsibility for any loss of or damage to persons or property during the period of hire, howsoever that loss or damage may have been caused.
- 6 The hirer is responsible for any theft from, or any accidental or wilful damage to, the church hall, or its contents.
- 7 During the period of hire nothing is to be stuck to the walls, floors or ceilings of the church hall.
- 8 Alcohol – The drinking of alcohol in the church hall is allowed in certain circumstances. Please check with Mrs S Frecklington before making arrangements for the supply of alcohol.
- 9 The hirer must make sure that all property brought into the hall is removed immediately after the end of the booking period. The church may dispose of any property not belonging to the church hall, and left behind by others. THIS APPLIES TO REGULAR, AS WELL AS OCCASIONAL USERS.
- 10 The use of confetti and aerosol products such as *"Silly String"* is not allowed.
- 11 Any church representative or police officer has the right to enter the hall at any time during the period of booking.
- 12 At the end of the booking period, the hirer must leave the church hall in a clean and tidy condition.
- 13 The hall may only be used for a function between the hours of 8.00 a.m. to 11.30 p.m. However, preparation and clearing up may take place beyond these times BY PRIOR ARRANGEMENT.
- 14 The church may cancel a single regular booking by giving prior warning to the hirer, should the hall be needed for church use.
- 15 Please read and observe the notice regarding the stacking of chairs and tables.
- 16 At the end of the hire period, please close all internal doors, as these are fire doors

## **Hire Charges.**

### **PAYMENT IN ADVANCE PLEASE**

1. Use of hall and kitchen, £15.00 per hour, or part thereof.
2. Bookings and payment to be made through the Bookings Secretary, Mrs S Frecklington, 31 High Street, Skellingthorpe, LN6 5TS- cheques should be made payable to "St Peter-at-Gowts Church "
3. Caretaker/Keyholder (to be confirmed)
4. Hirers are required to leave the hall clean and tidy.
5. Before leaving the premises, please switch off all lights, room heaters and (if used) the boiler in the kitchen.

**N.B. In addition to the hire charge, for all bookings, a refundable security deposit of £25.00 is payable at the time of booking.**

## **Wheelchair Access**



Please note that for users of the hall who find difficulty in gaining access via the steps, wheelchair access is available (contact Mrs S Frecklington for details as to how this is achieved).

## **TO ALL USERS OF THE KITCHEN**

### **BREAKAGES**


Even in the best regulated homes, accidents do still happen!!

So, if you are unlucky enough to break a cup or saucer, please let us know.

We'll charge the replacement cost, yes, but you'll go up in our estimation, and we'll be able to maintain the place settings.

(If applicable, please let the person in charge of catering know of these arrangements)



**St Peter-at-Gowts Church, Lincoln** 

**APPLICATION for hire of Church Hall** 

I ..... (Name of applicant)

of .....

.....

..... (address) ..... (Tel. No)

Hereby make application for the hire of St Peter-at-Gowts Church Hall

On ..... (day) the ..... (date) of .....20\_\_

From ..... To .....(time)

For the purpose of .....

On behalf of .....(if applicable)

At a cost of £ ....., and having read the conditions and regulations attached, I undertake to abide by and conform to the same.

Signature of Applicant ..... Date .....

**NOTE YOUR ATTENTION IS PARTICULARLY DRAWN TO Clause Nos 6, 10, & 13 of the Conditions of hire and Regulations.**

Detach this portion, when completed, and return to Bookings Secretary