



Hall Booking – Important Information

This information should be used in conjunction with the relevant Booking Conditions.

1. Use of Halls - Principles

- a. Southwick Methodist Church provides the ability for our community to hire our halls both as a community service and as a means of additional income to provide other services in our mission to the community.
- b. We allow this with the expectation that any hirers will respect our property and treat it appropriately
- c. As a church we do not allow:
 - i. The sale and/or consumption of alcohol anywhere on the premises.
 - ii. Betting or gambling in any form.
 - iii. Smoking inside the building, nor in the church gardens.

2. On the Day

- a. Please do not arrive earlier than your booked start time
- b. Please ensure you leave by the booked end time
- c. Do not allow access to anyone who is not part of your booking
 - i. If there is another booking sharing the building they should have someone confirming they are part of their group
 - ii. Normally, for one off parties, nobody is in the building and you will be advised if this is not the case
- d. Unless you have by prior agreement or booking reserved the whole church you may find other people using the building and sharing the use of facilities such as toilets.
- e. Prior to your booking we will arrange how you will get access to the building
- f. Please report any issues you find at the time
- g. As described in the Booking Conditions please clear up after use and take any rubbish away with you
- h. Do not access any rooms you have not booked except for immediate common facilities
- i. If you are using any of the catering facilities please clean up and mop up any spills
- j. If you are booking the main kitchen for use in preparing a meal additional information will be given relating to the use of equipment.
- k. If for any reason an accident occurs, especially if emergency services are called we must be advised at the earliest available time even if it has been resolved. Details must be recorded in the accident and emergency book held in the church office.
- l. Please respect our neighbours and keep noise to a minimum especially in the evenings.

If you require any further information or guidance please do not hesitate to contact the church.