

Procedure for Collecting and Returning Hall Keys



1. Payment Requirement

Keys can only be released once the full hire charges have been paid. Payment must be received **no later than 10 days before the event date**.

2. Arranging Key Collection

- After payment has been confirmed, the Hirer should contact the Vicar, **Revd. James Bunyan**, to arrange a convenient collection time.
- James can be reached in the first instance via email at:

james@christchurchstaines.co.uk.

- Key collection will normally be scheduled for either a **Tuesday or a Friday**, depending on availability.

3. Collecting the Keys

- A mutually convenient time will be agreed between the Hirer and James.
- Keys will be handed over once all arrangements have been finalised.

4. Returning the Keys

- Keys must be returned **immediately at the end of the event**.
- Please post them through the letterbox of:
The Vicarage
44 Kenilworth Gardens
Staines
TW18 1DR

5. Queries

Should you have any questions regarding key collection or return, please contact James via the email address above or Hall Booking Administrator:

hallbooking@christchurchstaines.co.uk.