

St Stephen's Church Hall, 150 Bells Hill, Barnet EN5 2UR
One-Off Hall Hire Instructions
Access, Housekeeping & Deposit Information

Dear Hall Hirer,

Thank you for paying the Hall Hire Fee requested. We look forward to welcoming you.

Please read the following information carefully, as it explains how access to the hall works and what is expected during your booking.

Access to the Hall

Access will be arranged at the start of your booked time by the Hall Site Manager. This may be done either:

- by meeting you in person, or
- via a secure key-box, in which case the access code will be provided at the appropriate time.

There is no need to arrange access in advance, and you should not expect contact before the day of your event. All booking and pre-event arrangements are handled by the Bookings Team.

Please arrive at the hall at your booked start time.

Housekeeping & Condition of the Hall

At the start of your hire, you will be asked to take photos or a short video of the hall and all facilities used (including toilets) to confirm the condition in which the premises were received. The same should be done at the end of your event.

The hall, including all areas used, must be left in the same condition as it was found.

Hirer Checklist (Before You Leave)

Please ensure that before the end of your booking:

- ☐ Floors, surfaces, kitchen and toilets are left clean
- ☐ All rubbish is removed from the premises
- ☐ Your own black refuse bags are used
- ☐ No waste is left in kitchen or toilet bins
- ☐ Furniture and equipment are returned to their original positions
- ☐ Photos/videos are taken to record the condition on exit

Deposit Clause

Your deposit is held against damage, excessive cleaning, or failure to comply with the hire conditions.

If additional cleaning, waste removal, or repairs are required after your booking, the reasonable cost may be deducted from the deposit in accordance with the hire agreement. Any balance will be returned once checks are completed.

During the Event

The Hall Site Manager is available during your hire period for access-related matters or emergencies **ONLY** (07725941410)

For booking administration, payments, changes, cancellations, or future enquiries, please contact the Bookings Team directly.

Viewings & Enquiries

For hall viewings or advance enquiries, email is the preferred method of contact, as the Hall Site Manager is not available on call outside event times.

Thank you for your cooperation. We hope you have a successful and enjoyable event.

Kind regards,
John Hay
Hall Bookings Team Administrator