

ST STEPHEN'S CHURCH HALL BOOKINGS

TERMS AND CONDITIONS FOR BOOKINGS

St Stephen's Church Hall stands in Spring Close behind St Stephen's Church. Built in 1906, it has one hall on ground level, a kitchen, a Ladies and Gents toilet. There is lots of car parking spaces located around the hall and the church which is free to use during the event.

BOOKINGS

Make your booking by viewing the calendar and follow on screen booking process, filling out the Booking Form in full. Your booking is provisional until approved by us. You will be invoiced before the booking is approved and this must be paid in advance. Approving your booking will confirm it and you will receive an email to that effect.

Provisional bookings will be cancelled after 2 weeks if the invoice remains unpaid, unless the booking is entered with less than 2 weeks before the date of the event, in which case full payment is required on invoicing..

A copy of our Risk Awareness sheet and Fire Procedures forms part of these Terms and Conditions. Please read these before the event begins.

By ticking the box on the Booking Form online, you agree to accept these Terms and Conditions.

DEPOSITS

A refundable holding deposit of £100 is required (plus hire fee); this will be held against breakages, lateness, and excess rubbish, dependent on the hall being left in an acceptable condition as below:

1. The kitchen and the toilets must not have any rubbish left on the floor.
2. The work tops in the kitchen must be wiped over.
3. Any tables used during the event must be wiped clean before they are put away.
4. All chairs must be stacked at the back of the hall.
5. There is to be NO SMOKING in the hall.
6. You will be required to bring your black bags to put in your rubbish and then take away, please do not use our internal or external bins as this will be considered "excess rubbish"
7. The hall floor and the kitchen floor must be swept and mopped clean.
8. Any breakages need to be paid for.
9. Any damage to the building or furnishings will be paid for.
10. All doors and windows must be closed and locked where needed.
11. The start and finish time agreed for the event in the hall must be adhered to; this includes setting up and parking up times stipulated within this agreement. Any unauthorized extra time spent will be charged for at double the agreed hourly rate.

If any of the above are not kept to then part or all of the deposit will be withheld.

PAYMENTS

Payment details are on the invoice and payments will be checked before events are approved.

DEPOSITS

Deposit refunding will be advised by email after your event has taken place.

HOURS OF HIRE

Monday to Saturday until 11pm

Sunday and Bank Holidays until 10pm

Limited extensions are available by prior agreement and will be charged at time and a half of the standard One-Off rate tariff in force at the time of booking.

ALCOHOL

This is permitted on the premises but **MUST NOT BE SOLD** on the premises. The Hirer will be liable for any breach caused by their actions.

PERSONAL POSSESSIONS are the responsibility of the Hirer and their guests. We will not be liable for loss or damage of personal items.