

ST. ANDREW'S HALL MOORFIELDS AVENUE, NOCTORUM

CONDITIONS OF HIRE

Thank you for booking our venue for your event. Please note that:

1. The Hall, kitchen and toilets should be left as found. Please return chairs and tables to the storage area, where you found them. Chairs should be stacked no more than 5 high.
2. It is the responsibility of the hirer and other leaders to be aware of the position of Fire Extinguishers and Fire Exits. Please ensure that you alert all persons using the Hall of this.

Fire doors and other exits MUST NOT BE BLOCKED BY ITEMS OF FURNITURE OR OTHER OBSTACLES.
3. Any damage will have to be paid for.
4. **PLEASE TAKE ALL YOUR OWN REFUSE AWAY WITH YOU.**
5. The Deposit is refundable if the Hall is left in a clean condition. If not, the deposit will be retained to employ a cleaner to do the cleaning.
6. **FOR REGULAR USERS:** The booking is for the period stated only. Should you need to go into the Hall for any purpose outside these hours, please inform the Hall booking secretary at the Parish Office (email office@oxtonstsaviour.co.uk or telephone 07597 018001).
7. Keys must not be given to any other person. If you need to arrange a stand-in to take your group, you must notify the Parish Office.
8. The use of bouncy castles is not permitted.
9. Vehicles left in the car park are done so at your own risk.
10. The church and its representatives may not be liable for compensation for injury, loss or damage to persons or property committed whilst on the premises. Signing this form indicates that you understand that 'It is understood that as part of the Conditions of Hire, we strongly recommend that you have your own liability cover insurance for the times of booking.'

DECLARATION

I hereby confirm the information shown in the details of booking and I have read and accept the Conditions of Hire shown above.

Signed..... Date.....

Group.....

ST. ANDREW'S CENTRE MOORFIELDS AVENUE, NOCTORUM HALL BOOKING FORM

GROUP:.....

CONTACT NAME:.....TELEPHONE No:.....

ADDRESS:.....

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DATE OF BOOKING.....

PERIOD OF BOOKING:.....

PURPOSE OF BOOKING.....

BOOKING FEES

Parties £40 + returnable deposit £20 £60
 Deposit returned if hall is left clean and tidy

Regular users £10 per hour

If wishing to pay by BACS
 Account **St Saviour's PCC**
 Sort code **40-10-26**
 Account **51061844**

For office use only

FEE	
DEPOSIT PAID	
DEPOSIT RETURNED If not, why?	
Opening	
Closing	