

## **Regulations and Conditions of Hire for St Cuthbert's Church Hall, Allendale.**

### **9 Cost per session**

Up to 4 hours (including set up and take down time): £20      Full day: £50

Please inform the Booking Secretary if there are any changes to these details, as refunds may not be given without 48 hours notice.

The hall will be opened for you and the heating switched on (if appropriate). You are responsible for switching off the hot water (under sink in kitchen and also in the far toilet), all lights and electrical appliances, and securing the latch on the door at the end of your booking.

You are asked to vacate the hall within fifteen minutes of the end of your booking period.

### **10 Safety**

Please be aware of all necessary Health and Safety and Safeguarding issues connected with your activity.

The Church Hall and grounds are a 'No Smoking' area.

In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999. The assembly point is in the Market Square. The Post Code for the Church is NE47 9BD

There is no telephone in the hall; the nearest public phone box is on the main road through the village, if shops and public houses are closed. Please note there is a very poor reception for mobile telephones in the hall. The exact location of the nearest telephone, fire exits, fire extinguishers must be noted before the hall is occupied, and the details made known to your users.

A First Aid Box is kept outside the kitchen to the left of the kitchen door. If you use any items, please inform the booking secretary. An accident book is also kept here: please record any accidents that take place.

### **11 Cleanliness and Tidiness**

All areas of the hall should be clean on your arrival; and we ask that you leave everything as tidy as you find it. In particular, please wipe down all table tops and benches in the kitchen after use.

- \* Please remove all your rubbish and take it away with you.
- \* Please leave any soiled tablecloths and tea towels on a kitchen bench, ready for laundering.
- \* Please do not use drawing pins, sellotape or blutack on the walls.

### **12 Equipment**

If you wish to provide any additional furniture/equipment/play items for the duration of your booking, this must be approved by the Management Committee before your booking will be agreed. Please submit the request, with full details on a separate sheet of paper with your booking application. Please note that items **cannot** be stored in the hall outside of the agreed booking dates and times.

### **13 Faults, Damages and Comments**

Please report to the Booking Secretary any faults or damage as soon as possible, so that these can be rectified quickly. All breakages and damages to the hall and its contents must be paid for in full.

The PCC welcomes constructive comments or observations you may have about the hire of the hall.

We are grateful to all those who contributed to the refurbishment of our Church Hall, and also to those who help to maintain it. Your consideration by following these conditions is much appreciated and will help us to keep the hall in a good condition.