

# St Mark's Church Hall - Regulations and Conditions of Hire

## 9 Cost per session

£10 per hour or £30 per session (morning/afternoon/evening).

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

Please make cheques out to – PCC Whitfield with Ninebanks. Please send to: Hall Booking Secretary: Mrs Marina Wallace, Farney Shield, Ninebanks, Allendale . Tel 07733 068163

The hall will be opened for you and the heating switched on (if appropriate). You are responsible for switching off the heaters, 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 Car Park . The Post Code for the Church is NE47 8DB

There is no telephone in the hall; the nearest public phone box is in Allendale. 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 in the kitchen and there is a defibrillator on the wall outside the hall. If you use any items, please inform the booking secretary. An accident book is also kept here: Please record any accidents that take place.

Please note that the tap water does not come from the mains so you are advised to boil all drinking water before consumption.

## 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.

## **APPENDIX 1 TO BOOKING FORM FOR THE HIRE OF ST MARK'S CHURCH 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.