

ST AUGUSTINE'S CHURCH HALL

Thank you for your enquiry about booking St Augustine's Church Hall.

We take bookings for **children's parties up to age 11**, and receptions for Baptisms held in the church. For other functions please inquire.

The cost of the hall is **£25** per hour. Please include time for setting up and clearing away when booking. **Other events are scheduled based on the times you book, so please make sure you have enough time to clear away in case other functions are due into the hall after yours.** To confirm your booking please send back the booking form and arrange to pay a deposit of £30 to secure the booking. The balance is due two weeks before the event.

The postcode of the hall is SS1 3HX. There is no car park although you can park on the surrounding streets, taking care to follow the parking restrictions which apply on weekdays.

PLEASE READ THE FOLLOWING INFORMATION BEFORE CONFIRMING YOUR BOOKING.

You need to include time to set up and clear away within the times booked.

There is a kettle, microwave, tea urn, oven, and fridge.

PLEASE TAKE YOUR RUBBISH AWAY WITH YOU as there is no rubbish collection at the hall. **The cost of storing and disposing of any rubbish left at the hall will be charged to you.** Before you leave, please sweep the floor, and wipe down the kitchen surfaces and wash up. You will need to bring tea towels/dish cloths, rubbish bags. **Please be aware that there may be functions in the hall before or after your event so please leave the hall as you would wish to find it, including the kitchen and the toilets. Thank you.**

We have approximately 13 large tables (30"x72") and 12 small tables (34"x34") plus 155 chairs. **The large tables are heavy and need two adults to put them up.** They are all adult size. Hall floor size 10mx17m approx. There is a trolley to move stacks of chairs. Please leave them neatly in stacks of 10 chairs.

You are not permitted to attach any decorations to the walls. You may hang items from the tiled windowsills.

The hall insurance does not cover equipment or other effects not owned by the hall. Supervision of participants using bouncy castles, soft play and other equipment is the responsibility of the hirer. The hirer is responsible for checking the liability insurance of the bouncy castle and other equipment suppliers. The Parochial Church Council does not accept any liability for accidents occurring through bouncy castles/soft play/other brought in equipment.

If you use the outside areas, please supervise and this is at your own risk. The equipment in the garden belongs to the preschool so please do not allow your guests to use it. It is the responsibility of the hirer to ensure that guests do not use the equipment in the garden and to make sure that guests do not smoke in the garden. Smoking is not permitted in the hall or in the grounds of the hall.

We do not have a TV licence so you may not play live TV though phones, tablets, or laptops. There is no PA system at the hall. May I remind you that the hall is situated in a residential area. Please consider our neighbours regarding noise and behaviour.