

## **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 **£28.00** 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. (Details of how to pay are overleaf.) 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.**

The hall measures approximately 15 metres (49 ft) long by 9 metres (29 ft) wide, giving a total area of 135 square metres (1421 square ft). The stage is 6.1 metres (20 ft) wide by 5.3 metres (17 ft) deep, although the stage narrows from the front towards the rear. We have full kitchen facilities including 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.** You will need to bring tea towels/dish cloths, rubbish bags. We supply hand soap, washing up liquid and toilet paper. Unfortunately, there are no large jugs for serving drinks nor is there a cake knife so you will have to bring these. **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 12 large tables (30"x72"/77cms by 184cms approx) and 12 small tables (34"x34"/ 87cmsx87cms approx) 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.

### **IMPORTANT**

**The hall insurance does not cover equipment or other effects not owned by the hall. 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. 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 suppliers. The Parochial Church Council does not accept any liability for**

**accidents occurring through bouncy castles/soft play/other brought in equipment. Hirers should take out their own liability insurance and ensure that all guests are safeguarded against injury and abuse.**

**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.

Once you are happy with this information, please confirm your booking by sending back the booking form and paying the deposit of £30.

### **PAYMENT DETAILS FOR THE HIRE OF ST AUGUSTINE'S CHURCH HALL**

You may pay by bank transfer or cash. We require a deposit of £30 to confirm the booking, with the remaining balance due at least two weeks before the date. You can pay the whole amount if you prefer. Cancellations made in advance can often be refunded. Cancellations within two weeks may incur fees if we have arranged cleaning etc.

#### **To pay by bank transfer**

Sort Code: 20 79 73 Account number: 60792268

Account name: St Augustines Thorpe Bay- PCC

Please put as your reference your name and the date of hire. You may have to write out Parochial Church Council in full, and you may have to add "Registered Charity No. 1128847" as sometimes your bank might say that the name and account number do not match.

#### **To pay in cash**

If you wish to pay in cash, please let us know and we will arrange to meet at a suitable time.

#### **Contact details:**

[staugustineshall@gmail.com](mailto:staugustineshall@gmail.com)

07511 802712