

Ascension Church Hall Booking Terms of Use

1. Hire charges are £40 per hour. Hourly charges apply from the time you need the hall opened for preparations until the hall is tidied, cleaned and vacated.
2. The hall is available for booking (subject to availability) from 12 noon at the earliest, until 9pm at the latest.
3. A £100 deposit is necessary to secure your booking which is paid at the time of viewing. Viewings are available Saturday mornings 10.00-12.00. This amount will be refunded following the event, once the hall has been inspected. Your booking will be provisional until the deposit is paid.
4. Please make full payment via the electronic invoice which will be emailed to you once the booking is confirmed. Payment to be made at least 21 days before the booking.
5. Please read carefully the conditions of hire set out in the next section).

YOU MUST TAKE YOUR RUBBISH HOME WITH YOU AS WE DO NOT HAVE A COLLECTION AT THE HALL.

Hallbookingsascensionchurch@gmail.com for further enquiries

Date hall required:

Proposed use: (e.g. children's party, baptism, social event)

All bookings must be approved by the PCC and are only permitted if the conditions regarding door security, alcohol usage, and all other specified requirements are accepted. (Please see terms and conditions section).

Time from: (allow preparation time)

Time to: (hall must be left clean and vacated by **9pm**)

***Please note that if the hall is not ready to be closed and locked up at the time you have stated, £50 will be retained from the deposit.**

Total Hire Fee plus

£100 deposit

Outstanding balance:

Name:

Address:

Tel No:

I would like to hire the Ascension Church Hall on the above date. I have read and understood the terms and conditions of hire.

Signed:

Date:

TOTAL HIRE FEE _____

£100 DEPOSIT RECEIVED _____

REMAINING BALANCE RECEIVED _____

Conditions of Hire

The hirer must ensure that all conditions set forth here are met.

1. Liability:

- The safety of all attendees is the responsibility of the hirer.
- The hirer accepts all liability for injuries and/or losses sustained during the booking period – including any damage to the hall and other facilities.
- Use of the car park is at the vehicle owners' risk

2. Legal requirements

- Fire exits must be kept free of obstructions. You will be directed to safety equipment by the steward during the handover.
- Smoking is not permitted anywhere inside the building.
- A separate license must be obtained from Havering Council to sell alcohol. • The maximum capacity of the hall is 80 people in total.
- Events and guests must not cause a nuisance to nearby residents.

3. Cleaning

- The hall, including the kitchen and toilets must be clean, tidy and ready for use by others at the end of the booking.
- **There are no waste disposal facilities. It's the hirer's responsibility to remove and dispose of all waste, bins, and litter.**

4. The hall must be ready to close at the end of the booking period.

5. Penalties for failing to adhere to these conditions include:

- The event may be terminated early.
- Charges may be made against the deposit. If charges exceed the deposit then the hirer will be expected to pay the difference.

6. No decorations must be fixed to the walls using sellotape or blu tack. Please use white tac only.

7. If you need to cancel your booking, it must be a minimum of 21 days before the booking, otherwise your deposit will not be refunded.

THERE ARE NO WASTE DISPOSAL FACILITIES

- If it was not there when your booking began, it must be gone when the booking ends. Uncollected waste will result in a charge of £10 per sack.
- If the hall is not ready to be closed on time then a charge of £50 will be retained from the deposit.
- If the hall is hired for Birthday parties for guests aged 21 and under, we recommend an adult supervision ratio at a minimum of 1:10
- The last available closing time for a booking is 21:00
- We may require a higher deposit for some events.

These conditions make it possible for us to supply our hall as a venue and are there to allow the use of the hall by us and people hiring it. We hope you enjoy using our hall.

Ascension Church Hall, Collier Row Road, Collier Row, Romford RM5 2BA