

CHURCH HALL - SINGLE BOOKING



THE CHURCH
OF ENGLAND

The Parish of Basford - St. Mark

Hall Management Contact:

Mrs Julie Atkins

10 Winchester Drive

Westlands

ST5 3JH

☎ 01782 632213

✉ jous1506@gmail.com

Please complete this form in BLOCK CAPITALS

Details of Person Hiring the Hall:

Surname:

First Name(s):

Address:

Post Code:

Telephone:

Email Address:

Period of Hire and Fee Payable:

Date:

From: to: Latest finish is to be mid-night

Hire Fee: £ . *Cheques payable please to: 'St. Mark's PCC - Basford'*

Hirer's Signature: _____

Date:

Please return this form with your payment to confirm your chosen date.
The copying and distribution of this form to relevant people in good time is needed to
ensure that the hall is ready for your use - Thanks!

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PLEASE KEEP THIS PAGE FOR YOUR RECORDS

Your Booking Deatail:

Date:

From: to:

Notes:

- (i) **All waste must be taken away**
- (ii) **Please respect local residents - keep the music down and end it by 11.00pm!**
- (iii) **For safety's sake, under 16s should not enter the kitchen**
- (iv) **Please leave the kitchen clean and tidy**
- (v) **Please don't use sticky tape for ballons / Banners / posters etc. inside or outside**
- (vi) **Damage and breakages will be charged for at cost**
- (vii) **Accidents MUST be recorded on a Green Form within the Health and Safety Folder located in the hall kitchen.**

Access to Key: To obtain your hall key please contact Mrs Julie Atkins on 01782 632213. An email will be sent to you a few days prior to your booking with the whereabouts and code for the key safe.

Return of Key: When vacating the hall, please ensure that windows are closed and that the hall is securely locked. The key should be placed back into the keysafe and any issues raised via return email.

Heating: The hall heating (where necessary) will have been set for your booking in advance. However; if there is an unexpected drop in the outside temperature, or an error in setting the time switch has occurred. Each press of the '**Heating Boost**' button above the kitchen serving hatch will provide a 1 hour heating boost.