

St. Mark's Church Hall – Basford



Dear Hall Hirer,

Thank you for hiring our hall. We hope that your party or event will be enjoyable and a great success. Please be reminded of the notes on the booking form repeated below...

- ▶ **Please remember you have hired the church hall and access to the carpark ONLY, NOT the church gardens/grounds**
- ▶ **Please place tables and chairs back where you found them (Chairs stacked in columns of eight).**
- ▶ **Please take away your rubbish/ food waste**
- ▶ **Please do not use sticky tape to fix streamers, balloons or banners anywhere inside or outside the hall, but by all means tie them to things**
- ▶ **Please leave the kitchen clean and tidy**
- ▶ **Please be respectful to our local residents and ensure noise is kept to a minimum. No amplified noise after 10.30pm.**
- ▶ **In order to comply with our Health & Safety Policy and related insurance, please don't let under 16s into the kitchen**
- ▶ **We reserve the right to charge for breakages at cost**
- ▶ **Remember to record all accidents within the Health and Safety Folder found in the kitchen**

The Heating will have been set for you.

After vacating the hall, having checked that the **windows are closed, all lights are off and doors are locked**, please return the key to the key safe.

Many thanks.

Julie Atkins (Parish Administrator/ Hall Manager)