

## ST JOHN'S COMMUNITY HALL, KILLINGWORTH

### CONDITIONS OF HIRE

The hire period will be agreed and paid for at the appropriate rate. The organiser can enter 15 minutes before the booked time in order to set up, and everyone must have vacated the Hall within 15 minutes of the end of the booked time.

***At the end of each hire period you must fill in the Green Log Book (on the Hall windowsill).***

#### **Hire Fee:**

The hire fee for one-off bookings must be paid on, or before, the day of hire; for regular bookings the fee will be paid as agreed; and, in addition, a refundable deposit of £50 may be required for any booking. If any damage is caused, a charge will be made.

#### **Safety:**

Please see the Fire Action Notice on the noticeboard, and in the Kitchen.

Fire exits must be kept clear.

Please stack chairs up to 7 high in the Hall, (as 7 stacks of 7 under the north windows); spare chairs and tables should be returned to the storage cupboard.

The First Aid Box and Health & Safety File are kept in the Kitchen.

No bouncy castles will be allowed.

#### **Heating:**

The temperature of the Hall can be controlled using the room thermostat (found on the wall to the left of the hatch). At the end of the session, please return the thermostat to the red spot position.

Please do not adjust the boiler controls.

#### **Use of the Hall:**

Please do not use sellotape, blu-tack or drawing pins on the walls; use white-tack and remove at the end of the hire period.

Please leave the Hall tidy and clean, and leave waste in bins provided or take it home. We are an Eco-Church, so **please take all recycling home**.

Table tops should be wiped clean before tables are put away.

#### **Hall lettings:**

The hall is designated a community space and so organisations which seek to benefit the community are welcome to book the hall, including political parties, however organisations whose mission statement, terms of reference or activities discriminate on grounds of sex, race or political beliefs, or sow division, are not permitted to book the hall. If there is any concern the Hall Bookings volunteer is invited to refer the booking to the PCC (or Standing committee) whose decision will be binding.

#### **Faults / Damage / Comments:**

Please report any faults or damage to the booking secretary as soon as possible so they can be rectified quickly (0191 268 7145 or 07711 905724).

The Management Committee welcomes constructive comments or observations you may have about the hire of the Hall.