



Application for the use of St. Mary's Church Hall at Church Road, Stotfold, SG5 4NE

This form should be completed and returned to:

**Maureen Winters
44 Willowherb Way
Stotfold
SG5 4GR**

Tel: 01462 730264

stotfoldparishchurchhall@gmail.com

Name of Applicant:

Telephone number:

Email:

On behalf of (name of society, club etc):

Address:

Day/Date of Hire:

*Time of hire: From:

To:

Purpose of Hiring:

Approximate number attending:

The hirer's attention is drawn to the maximum numbers allowed in the Church Hall: 120 seated (concerts, plays and meetings) and 100 dancing, parties etc. The maximum numbers must be strictly observed and control is the hirer's responsibility. Emergency Exits are to be kept free of obstruction at all times.

***Preparation and clearing up are deemed part of the hired time. The premises cannot be occupied prior to the agreed time and must be vacated at the agreed time. If for any reason you are unable to stay to the end of the booked session, please contact Maureen Winters 01462 730264 or your Key holder to make an alternative arrangement for collection of the key and return of the deposit.**

Please note there are no disabled toilets on the premises.

Health & Safety. In the event of fire - the assembly point is in the churchyard by the Notice board.

Will hirers please ensure that their guests or club members use the Church car park and NOT the Roecroft Centre playground.

No alcohol shall be sold or supplied to the public in the hall unless an occasional licence is in force at the time. A licence is not required for private parties. Licences are available from Central Bedfordshire Council and must be shown to the Booking Secretary in advance of the event.

It is the hirer's responsibility to ensure that before leaving the premises:

All lighting, heating and electrical equipment is turned off.

All taps are turned off in the toilets and in the kitchen.

When the refrigerator has been used, it is turned off and the door left slightly ajar.

The premises are left in a clean and tidy condition.

The doors are locked.

The hirer is responsible for any damage to the hall and to any property in the hall during the period of hiring, however caused.

The Hall Trustees shall not be responsible for any loss or damage to property arising out of the hiring or for any loss, damage or injury, which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring, arising from any cause whatsoever; or for the loss due to any breakdown of machinery, failure of electricity supply, leakage of water, fire, government restriction, or Act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled. The hirer shall indemnify the Trustees against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury. Accident or damage caused in the car park by cars or vans must be covered by the owner's insurance policy.

The charges are: £10 per hour for daytime private hire. £15 per hour for evening hire after 6 p.m. £15 per hour for commercial hire. Cheques are to be made payable to **Stotfold Parish Church** and submitted 14 days before the date of hire to allow for clearance. Bank details if you wish to pay by Bank Transfer are: **Sort Code: 20-74-81 A/c No. 70102016 Stotfold Parish Church**. If you wish to pay by cash we still require the payment 14 days before the hire date.

Availability of the hall can be checked prior to completing the application form. **In order to secure your booking, please return the signed application form to the Booking Secretary a.s.a.p.**

I apply to use, and if granted, agree to hire St Mary's Church Hall, Stotfold and will ensure, to the best of my ability, the safety and welfare of any young people and/or vulnerable adults present during this hire.

Applicant's signature: _____

(Applicants must be over the age of 18. If the hire is for children under the age of 18 the hall must be supervised by adults at all times).

Please return pages 1 & 2 to the Booking Sec. and keep page 3 for your information.

**Instructions for use of
St. Mary's Church Hall
Church Road, Stotfold, SG5 4NE**

Heating in the hall - This is operated by the controller located in the kitchen to the right of the kitchen hatch. There are no other controls which are available for hirers to use. Hot and cold water is available in both toilets and the kitchen. Please ensure the heating controller is returned to auto using the instructions by the controller before you leave.

Heating in the kitchen - You will see as you enter the kitchen on the left hand side (towards the ceiling) a heater. Can you please ensure that if you have used this that it is switched off when you leave.

Fridge - There is a switch on the left hand side of the hatch to turn the fridge on. When you leave please take all your belongings home, turn the fridge off and leave the door slightly ajar.

Kitchen Hatch - Raise from the hall side, on the left hand side there is a piece of timber with 2 slots to enable it to be slid towards you to support the hatch in the open position safely.

Urn - turn it on to boiling then lower to a simmer. This will need to be turned on and off. There are also kettles available.

Cleaning - Mops, brooms, etc are in the cleaning cupboard. This is the door on the left before you go through the double doors into the main hall.

Crockery , cutlery, teapots, jugs and linen are available in the kitchen cupboards and drawers.

Please ensure the rooms are left as you found them, all lights, heating, taps turned off and all doors closed securely.