**Party hire agreement for St Anne’s Church Hall**

Rules for the use of St Anne’s Church Hall:

* No sale of Alcohol.
* No Smoking in any part of the premises.
* FIRE EXITS must be kept clear at all times.
* Familiarise yourself with the fire instructions and exits. In the event of a fire evacuate the building and notify the Fire Brigade.
* The premises are to the left tidy and clean as found, cleaning equipment is provided.
* ALL RUBBISH is to be taken away and properly disposed of. DO NOT use the church or neighbours bins.
* Breakages should be reported and if necessary paid for.
* Do NOT ADJUST HEATING, except to use the boost function.
* The garden may be used but children should be supervised with the awareness that the garden is not secure and is open to the public. On occasion there may be gardening or building work in progress.
* The hirer is responsible for insurance cover against accidents and injuries arising from their activity. This is often covered by household insurance; please check with your insurer.

Hire rates: £15 an hour £3 an hour for heating YES/NO

Date

From To

Can be paid in cash, or by cheque payable to St Anne’s PCC, when the key is collected.

*Retain this part for your reference*

*To confirm you booking please fill in and return the form below by email to* [*stanneseastville@gmail.com*](mailto:stanneseastville@gmail.com) *or leaving in the church post box, by the hall door.*

**Party hire booking form for St Anne’s Church Hall**

I understand and agree to the hire agreement.

Signature

Name

Address

Tel no.

Times of booking *(Half an hour set up and clear away time is allowed for no charge)*

Hire rates: £15 an hour £3 an hour for heating YES/NO

Date

From To

Total Cost