

# St. Mary The Boltons – Lower Hall Booking Request

Charges: £235 per 3 hour session. Or £450 for 2 sessions (6 hours).

|   |                     |                  |               |
|---|---------------------|------------------|---------------|
| <b>Date of booking:</b>   |                     |                  |               |
| <b>Times required:</b>  |                     |                  |               |
| <b>Purpose of booking:</b>  |                     |                  |               |
| <b>Number of guests (including both adults and children)</b>              | <b>Adults:</b>      | <b>Children:</b> |               |
| <b>Do you represent a charity or community group?</b>                     | <b>YES</b>          | <b>NO</b>        |               |
| <b>If yes, please enter your Charity name and number or, group title:</b> |                     |                  |               |
| <b>Please enter the amount of tables and/or chairs you require:</b>       |                     |                  |               |
| <b>Adult chairs</b>   | <i>60 available</i> |                  |               |
| <b>Adults tables - 183 x 68.5cm (72 x 27ins)</b>                          | <i>12 available</i> |                  |               |
| <b>Children's chairs</b>  | <i>30 available</i> |                  |               |
| <b>Children's tables</b>  | <i>10 available</i> |                  |               |
| <b>Method of payment: (please circle)</b>                                 | <b>BACS</b>         | <b>CASH</b>      | <b>CHEQUE</b> |
| <b>Please confirm the date you wish to make payment:</b>                  |                     |                  |               |

*I have read and agree to abide by the terms and conditions of the booking of the hall.*

**Signed:** .....

**Date:** .....

|                 |  |
|-----------------|--|
| <b>Name:</b>    |  |
| <b>Address:</b> |  |
| <b>Number:</b>  |  |
| <b>Email:</b>   |  |

**Bank:** Sort code: 20-80-14 Account number: 80692190

**Address:** Parish Administrator, St. Mary's Church House, The Boltons, London SW10 9TB

**Telephone:** 020 7835 1440

**Email:** office@stmarytheboltons.org.uk

## St. Mary The Boltons Hall Bookings

Thank you for your enquiry concerning booking the hall. Please read the following terms and conditions and reply using the enclosed form.

1. The hall is appropriate for holding meetings for up to 80 people or 50 people for a meal.
2. The hall is unsuitable for very large parties or receptions.
3. No smoking.
4. Fire exits are marked. These must not be locked or blocked during the letting.
5. As the hall is joined to the church you may be asked to restrict the noise.
6. A toilet for disabled people is available.
7. Access will be arranged for the time of the letting agreed.
8. Tables and chairs are available for the hall. Please indicate your requirements on the booking form. The church has little storage space. Unused chairs are usually stacked in the hall.
9. Please do not fix items to the walls or woodwork. Please do not use sticky tape, blu-tak etc to attach signs, pictures, balloons.
10. Please leave the hall in the condition in which you would wish to find it.
11. Sessions. Saturday, Morning 10.00am – 1.00pm. Afternoon 2.00pm – 5.00pm. Sunday 2.00pm-5.00pm  
**This includes the time for preparation beforehand and clearing up afterwards.**
12. You will be shown what to do before leaving the building if no one is available to let you out. Please ensure that the lights are off and the door is securely locked behind you.
13. You will be charged an additional fee if there is any damage to the building or equipment. An additional returnable deposit may be requested in advance.
14. The Parochial Church Council (PCC) is not responsible for the loss or damage to user's property. The PCC reserves the right to cancel any booking even at short notice or terminate a booking while in session if it sees fit. Access must be given at all times to the Vicar, Churchwardens, their representatives or the Police if requested.
15. The Parish operates a **Child Protection Policy** – (*please see the attached sheet*), all who hire the hall are required to comply with it.
16. All children must be supervised. You are advised that children should not be left in the care of only one adult. The PCC accepts no responsibility for the welfare of children in the hall during lettings.
17. The gardens immediately around the church are usually open to the public for quiet purposes of reading, meditation etc. Hall bookings do not include any special use of the church garden, and during a party, children must be kept within the fenced boundary outside the hall. The person making the booking should ensure this happens and should also inform all the other adults at the party. The main gardens in The Boltons are not part of church property and are in the care of the residents of The Boltons.
18. Charges. £235 per 3 hour session. Or £450 for 2 sessions (6 hours). Special discounts may be negotiated for a series of sessions booked in advance.
19. **Full payment is required to be paid in advance.** In the case of a cancellation of more than 6 weeks before the booking, a full refund will be given (less £20 handling charge). If the cancellation is between 6 and 4 weeks prior to the booking then a 50% refund will be given. Cancellations less than 4 weeks will lose the full booking fee. An additional deposit may also be requested (see 13).

Cheques are made payable to 'St. Mary with St. Peter and St Jude PCC' or pay into the bank direct Barclays Bank , Sort code 20-80-14 Account number 80692190 with reference '**HalIBKG**' followed by **the date of your booking (DDMMYY) e.g.HalIBKG070919**