

PARISH HALL HIRE
St Francis De Sales & St Gertrude Catholic Church
26 Larkhall Lane, Stockwell, London. SW4 6SP, Ph: 020 7622 1621

Contact Person's Name	
Address	
Telephone	
Date(s) /Time(s) Required	
Purpose of Use	

Conditions of Hire

1. The Church is a registered charity. The hall must not be used for: (1) The sale of alcohol, (2) The entertainment events open to the general public, or (3) Any activities which go against the ethos of the Catholic Church. If there is any doubt please consult with the Parish Priest.
2. A deposit of £100 is required to be held against damage and/or cleaning costs. This deposit must be made in CASH at the Parish office.
3. The pay is £50 per hour for the use of the hall and NOT LATER THAN 10pm.
4. A non-refundable deposit of £100 into the Parish Account is required to secure your booking. Payment of the balance is required prior to using the hall.
5. Adult supervision of children is required. A responsible adult (i.e. 18 years or over) must be present at all times.
6. Hirers are required to leave the hall in a clean and tidy condition and cleaning equipment is available in the hall. Furniture and fittings should be left in the same position and condition found. If the hall is not left in a clean and tidy condition then part or all of the damage deposit may be withheld.
7. **No leaving and/or storing of personal items in any part of the hall. Such items will be disposed.**
8. Remember to include time for setting up or preparation and cleaning up in your booking.
9. A tidying/sprucing up fee of £50 must be included if so desire
10. Kitchen ALONE is NOT available for rental. **No WIFI available.**
11. All bookings and paper work must be done at the Parish Office NOT by Phone.
12. The only contact phone line is the parish land phone: **020-7622-1621**, to be handled by the parish secretary.
13. All bookings are at the discretion of the Booking Secretary.
14. We reserve the right to accept prospective clientele who wish to hire the hall.
15. It is NOT PERMITTED to take tables, chairs, etc. out of the hall as these are purely restricted to be used in the hall.
16. If you overuse the facility by reticent at contracting, you will be liable to additional fees.
17. Payment should be made **directly into the Parish Account**: RCAS STOCKWELL, NATWEST ACCOUNT NO. 28975553, SORT CODE 60-20-31
18. Post No Bill on the walls (No writing, no Glue, no decorations or any items on the wall).

I wish to hire the Parish Hall of **St Francis de Sales and St Gertrude** Catholic Church on the date(s) and time(s) indicated above and agree to abide to the conditions of hire set out above.

Date.....

Sign.....

FOR OFFICE USE

DEPOSIT OF £100 CASH RECEIVED BYSIGN.....