

# All Hallows Church, Cheadle

222 Councillor Lane, Cheadle, Cheshire, SK8 2JG

Hall Hire Contact: 0161 428 9121

Email: [allhallows.chedale@gmail.com](mailto:allhallows.chedale@gmail.com)



## Hall/Room Hire Booking Form

<b>Date of Booking</b>					
<b>Day and Date of Event</b>		<b>Start Time Required</b>		<b>Number of Hours</b>	
<i>Please see Note 6 overleaf</i>					
<b>Name of Person Booking (Hirer)</b>					
<b>Address of Person Booking</b>				<b>Contact Telephone Numbers</b>	
E-mail address: .....				Day.....	
				Mobile .....	
				Evening .....	
<b>Name of Club or Organisation</b>					
<b>Room(s) Required</b>		<i>(circle as appropriate)</i>		<b>Main Hall</b>	<b>Lounge</b>
<b>Kitchen Required</b>	<b>Yes</b>	<b>No</b>			
<b>Description of Activities the facilities are to be used for</b>					
<b>Approximate Number of People Attending</b>					
<b>Special Requirements</b>					
<b>All Bookings Are Subject To Approval By The Parochial Church Council (PCC)</b> <b>Their Decision Is Final</b>					
<b>Charges</b>	<b>per hour</b>	<i>(only the rooms booked may be used)</i>		<b>Total Cost of Booking</b>	
<b>Main Hall</b>	£12.00			£ .....	
<b>Lounge</b>	£12.00			£ .....	
<b>Room 1</b>	£6.00			£ .....	
<b>Room 2</b>	£6.00			£ .....	
<b>Deposit Paid</b>	£.....		<b>Balance to Pay</b>		£ .....
<b>Refundable deposit of £20</b>			<b>Received by (&amp; date)</b>		<b>Refunded by (&amp; date)</b>
<b>Signed By (Person making the booking)</b>			<b>Print Name</b>		<b>Date</b>
<b>Booking Taken By</b>			<b>Print Name</b>		<b>Date</b>
<b>I HAVE READ AND AGREE TO THE CONDITIONS SET OUT OVERLEAF FOR THE HIRING OF</b> <b>ALL HALLOWS CHURCH ROOMS AND HALL</b>					
<b>Signed</b>			<b>Print Name</b>		<b>Date</b>

**ALL YOUR RUBBISH MUST BE TAKEN AWAY WHEN YOU LEAVE**



## Hall/Room Hire Conditions

1. Only parties for children of primary/junior school age are permitted.
2. All bookings are subject to a deposit of £20. This will be refunded within 7 days of the event finishing if the premises are left in a clean and tidy state with no breakages or damage, and all rubbish removed.
3. A responsible adult (normally the named hirer) must be in attendance at all times.
4. The named hirer has overall responsibility for the rooms during the hiring period.
5. Bookings will NOT be accepted for Sunday functions.
6. Functions and events must be finished and premises cleared by 10pm weekdays, 6pm Saturdays.
7. Maximum number of people using the premises (including performers and artistes) must not exceed:  
Hall: **120**      Lounge: **50**      Room 1: **20**      Room 2: **12**
8. Only the rooms booked may be used.
9. No unauthorised persons are to be admitted to the premises.
10. Any person **working with children MUST have a current DBS (CRB) certificate.**
11. Any youth work must be consistent with legal requirements.
12. Letting to any group or individual is at the discretion of the PCC.
13. A deposit will normally be requested.
14. Block bookings will be reviewed every three months. The decision to renew will be at the discretion of the PCC whose decision will be binding.
15. All Hallows Church accepts no responsibility for personal loss or injury on the premises or in the grounds.
16. **Applicants will be responsible for insuring against all possible claims arising from use of the premises.**
17. If you wish to use any of your own portable electrical equipment, you must either use batteries, or have a Portable Appliance Test (PAT) certificate for each piece of equipment used.
18. Hirers are asked to leave the premises clean and tidy and replace any furniture that has been moved. **A charge will be made for any additional cleaning required.**
19. **All breakages must be paid for.**
20. **NO ANIMALS**, except assistance dogs, e.g. guide dogs, hearing dogs, are permitted in the buildings.
21. A strict **NO SMOKING** policy is in force throughout the premises in compliance with the law.
22. Food may be consumed on the premises, but must **NOT** be cooked on the premises.
23. The **consumption of ALCOHOL** is **NOT** permitted anywhere on the premises or the grounds.
24. No equipment is to be stored on the premises, except equipment for Church use.
25. Noise levels must be kept to minimum with consideration for local residents, especially when leaving the car park in the evening.
26. No banners or posters are allowed outside the premises without prior consent of Wardens and PCC.
27. Before leaving the premises the Hirer is responsible for ensuring that all external doors are properly locked and checked, and that all lights, both internal and external, are switched off, all windows closed, and all taps and room heaters, both room and water, turned off.
28. All hire rates are subject to annual review.
29. **Any activities must be consistent with the principles of the Christian faith and do not conflict with the beliefs and practices of the Church of England.**
30. **The only acts of worship and prayers permitted in the Church or Church premises are those that are explicitly Christian.**