

All Hallows Church, Cheadle

222 Councillor Lane, Cheadle, Cheshire, SK8 2JG

Hall Hire Contact: 0161 428 9121

Email: allhallows.cheddle@gmail.com



Hall/Room Hire Booking Form

Date of Booking					
Day and Date of Event		Start Time Required		Number of Hours	
<i>Please see Note 6 overleaf</i>					
Name of Person Booking (Hirer)					
Address of Person Booking				Contact Telephone Numbers	
E-mail address:				Day.....	
				Mobile	
				Evening	
Name of Club or Organisation					
Room(s) Required		<i>(circle as appropriate)</i>		Main Hall	Lounge
Kitchen Required	Yes	No			
Description of Activities the facilities are to be used for					
Approximate Number of People Attending					
Special Requirements					
All Bookings Are Subject To Approval By The Parochial Church Council (PCC)					
Their Decision Is Final					
Charges	<small>* Rate from 1st September 2018</small>	per hour	<i>(only the rooms booked may be used)</i>		Total Cost of Booking
Main Hall		£14.00*			£
Lounge		£14.00*			£
Room 1		£7.00*			£
Room 2		£7.00*			£
Deposit Paid		£.....		Balance to Pay	£
Refundable deposit of £20			Received by (& date)		Refunded by (& date)
Signed By (Person making the booking)			Print Name		Date
Booking Taken By			Print Name		Date
I HAVE READ AND AGREE TO THE CONDITIONS SET OUT OVERLEAF FOR THE HIRING OF ALL HALLOWS CHURCH ROOMS AND HALL					
Signed			Print Name		Date

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 artists) 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 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 required.
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 whether 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 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.**