



# ST FAITH'S PARISH HALL

Back Street, St Cross, Winchester SO23 9SB

Registered charity no. 1130671



## APPLICATION FOR HIRE (please keep a copy for your files)

Name of organiser			
Address			Postcode
Email address			
Telephone		Mobile	
Event			
Date of event			
Time from		Time to	
Please include your set up and clear down time as part of your booking		Total number of hours	
Front hall	Hours @ £16.50 per hour	Total £	
Back hall	Hours @ £14.50 per hour	Total £	
Total balance due			£
<p>A security deposit of £100 is required upon booking and payable either:</p> <ul style="list-style-type: none"> <li>• In the form of a BACS transfer;</li> <li>• Or a cheque made payable to 'St. Faith's Parish Hall' and sent to the Bookings Secretary at the address below.</li> </ul> <p><b>The deposit will be returned after the booking provided that the enclosed checklist is completed upon departure, signed, and left in the kitchen and that the hall is left clean and tidy and in the condition it was found.</b></p>			
<input type="checkbox"/> I enclose a £100 security deposit cheque with my booking			
<input type="checkbox"/> I enclose a cheque in full payment for the hire of the hall for £			
<input type="checkbox"/> I have paid	£	by BACS	On (date):
<p><b>Bank: NatWest, 108 High Street, Winchester SO23 9AW Account number: 00335983 Sort code 55-81-26</b>  <b>Please use the surname you have booked under as your reference</b></p>			
<b>I have read, understood and will comply with the conditions of hire and scale of charges.</b>			
SIGNED.		DATE	

**Please now read the conditions of hire - it will tell you what to do in an emergency.**

**Please return the form:**

With your cheque(s) as soon as possible to the Bookings Secretary: Sara Arnold, Hammerley Mead, Botley Road, Fair Oak, Eastleigh, Hampshire SO50 7AN Telephone 07850 231497 E mail [stfaithsph@secretgenius.co.uk](mailto:stfaithsph@secretgenius.co.uk) or

(2) By e-mail to [stfaithsph@secretgenius.co.uk](mailto:stfaithsph@secretgenius.co.uk) confirming you have paid by BACS.

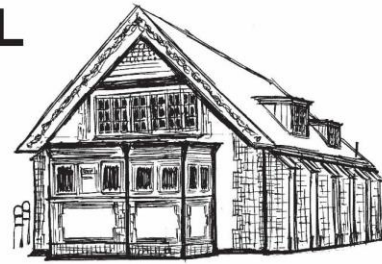
Hirers should ensure that all details of their bookings are correct before signing this agreement. Please note that all payments must be received no later than fourteen days from the above date. The Committee regrets that it is unable to guarantee availability of the hall(s) for bookings for which full payment has not been received.



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## CONDITIONS OF HIRE

**Please would all party users contact our Caretaker, Janice Mardle, in advance of your booking on 01962 851947 to ensure all arrangements are in place for your event.**

### GENERAL

All hirers must leave the hall(s) in the clean and tidy condition in which they found them. The hall(s) may be used only during the hours booked. Hours booked should include time required for setting up or clearing away.

### CAR PARKING

Please park as considerately as possible, so as not to inconvenience residents of Back Street.

### ACCESS

Initial access to the building is gained not through the double doors in the car park, which can only be opened from the inside, but through the back door into the kitchen on the far side of the building. You will be provided with a code for the key pad a day before your event. This code does not become active until 30 minutes prior to your event and is updated 30 minutes after you leave.

### EMERGENCY

Please contact Peter or Harriet Sawbridge, at Long Meadow, Back Street.

### USE OF EQUIPMENT

Chairs and tables may be used but, after use, must be put back where they were found.

Some regular hirers have made arrangements to store equipment, such as nursery-school furniture, in both halls. This equipment is not to be used or moved without the owner's permission.

### FIRE SAFETY

All hirers must familiarise themselves with firefighting equipment, keep access to fire exits clear throughout the period of hire, and ensure that everyone in the hall(s) understands the fire-evacuation plan.

### NO SMOKING POLICY

All hirers are reminded that smoking is strictly prohibited throughout the building and in the car park.

### ALCOHOLIC DRINKS LICENCE

Alcoholic drinks may be served to guests of the hirer. Alcohol may not be sold or included in the price of a ticket unless a valid and suitable licence is presented to the Bookings Secretary and displayed where the drinks are to be sold.

### DEPARTURE

Evening functions must finish by 10 pm and the hall(s) must be vacated soon after.

Attached is a checklist of items which must be completed before leaving. **Please be aware that failure to complete and sign the checklist upon departure may result in your deposit being withheld.**

Hirers must ensure that all windows and doors are securely closed and that all lights are switched off. The heating system is controlled automatically. Please take away any rubbish that will not fit into the dustbin provided.

Hirers are asked to make the minimum of noise when leaving so as not to disturb residents of Back Street.

### CANCELLATION

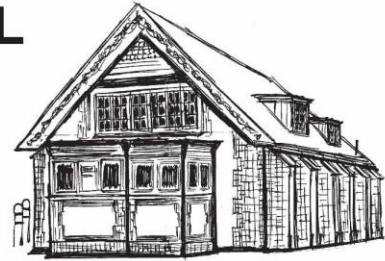
The Bookings Secretary, who can be reached at [stfaithsph@secretgenius.co.uk](mailto:stfaithsph@secretgenius.co.uk) or on 07850 231497 must be notified of a cancellation a minimum of 24 hours before the start of a booking, otherwise the full hire fee will be charged.



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## Checklist for users upon leaving St. Faith's Parish Hall

### Please ensure:

Item	Checked
All toilets are flushed	<input type="checkbox"/>
The kitchen is left clean and tidy:	
• Kitchen equipment and crockery must be washed, dried and replaced	<input type="checkbox"/>
• All work surfaces cleaned	<input type="checkbox"/>
• No foodstuffs or bottles should be left in the kitchen	<input type="checkbox"/>
• Rubbish that does not fit into the bin taken away	<input type="checkbox"/>
• Cooker is turned off and the lid down	<input type="checkbox"/>
• Kitchen wall heaters turned off	<input type="checkbox"/>
• All taps turned off	<input type="checkbox"/>
All floors are swept and mopped where necessary Brooms for sweeping the hall(s) are kept in a cupboard in the kitchen.	<input type="checkbox"/>
Please check all the doors are securely locked:	<input type="checkbox"/>
• Back hall fire exit	<input type="checkbox"/>
• Double doors at front (including left hand door bolts)	<input type="checkbox"/>
All windows are closed and locked	<input type="checkbox"/>
All lights are turned off	<input type="checkbox"/>

Notes:

I confirm I have carried out the above actions and checks and leave the hall as it was found. **I am aware that if I fail to carry out these checks, I am liable to lose my deposit.**

Name:

Date

Signature:

**PLEASE LEAVE THIS CHECKLIST IN THE KITCHEN FOR THE CARETAKER**