



ST FAITH'S PARISH HALL

Back Street, St Cross, Winchester SO23 9SB

Registered charity no. 1130671



APPLICATION FOR REGULAR HIRE

Name of organiser			
Address			
		Postcode	
Email address			
Telephone		Mobile	
Event/Class			
Day(s) of event			
Time from		Time to	
Regularity	☐ Weekly ☐ Monthly ☐ Other:		
	☐ Term time only ☐ Ongoing throughout the year		
Please include your set up and clear down time as part of your booking		Total number of hours	
Front hall	Hours @ £19.50 per hour	Total £	
Back hall	Hours @ £18.00 per hour	Total £	
Total		£	
Invoicing is carried out either termly or quarterly IN ADVANCE. I would like to be invoiced:			
☐ Termly: Autumn (September), Spring (January) and Summer (April) in advance			
☐ Quarterly (1 st January, 1 st April, 1 st July and 1 st October) in advance			
Bank: NatWest, 108 High Street, Winchester SO23 9AW Account number: 00335983 Sort code 55-81-26			
Please use the surname you have booked under as your reference.			
I have read, understood and will comply with the conditions of hire and scale of charges.			
SIGNED		DATE	

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

Please return the form:

To the Bookings Secretary: Sara Arnold, Hammerley Mead, Botley Road, Fair Oak, Eastleigh, Hampshire SO50 7AN
Telephone 07850 231497.

or

(2) By e-mail stfaithsph@secretgenius.co.uk.

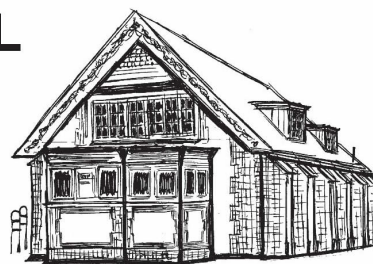
Hirers should ensure that all details of their bookings are correct before signing this agreement. Please note that all payments must be received no later than **fourteen days from the invoice date**.



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CONDITIONS OF HIRE

Please would all party users contact our Caretaker, Mary Ayres, in advance of your booking on 07787 823003 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 and EMERGENCY

Initial access to the building is gained through the **back door** into the kitchen on the far side of the building. The door is accessed by inputting a code which will be given to you prior to your first booking.

EMERGENCY CONTACTS

Evelyn Parker, 16 Back Street
Harriet Sawbridge, Long Meadow, Back Street
Lisa Bone, 17 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.

The kitchen is available for your use. Please note there are limited amounts of cutlery and tea towels at the hall and it is advisable to bring your own.

NO SMOKING POLICY

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

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.

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. Kitchen equipment and crockery must be washed, dried and replaced before the end of each hire. No foodstuffs or bottles should be left in the kitchen. Brooms for sweeping the hall(s) are kept in a cupboard in the kitchen. Hirers must ensure that all windows and doors are securely closed and that all lights are switched off on departure. 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 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.

PRIVACY POLICY

We will not use or share your personal details for anything other than dealing with the hire of the hall.



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

Please ensure:

Item	Checked
SANITISATION	☐
All toilets are flushed and surfaces cleaned	☐
Disinfect door handles, plugs, window catches and light switches	☐
Disinfect any blue plastic chairs, tables or any furniture	☐
Place used cleaning products in the red Biffa bin outside the kitchen door	☐
Please check all the doors are securely locked:	
Back hall fire exit	☐
Double doors at front (including left hand door bolts)	☐
All windows are closed and locked	☐
All lights are turned off	☐
The kitchen is left clean and tidy:	
Kitchen equipment and crockery must be washed with HOT SOAPY WATER, dried and replaced	☐
All work surfaces cleaned and sanitized	☐
No foodstuffs or bottles should be left in the kitchen	☐
Full rubbish bags from the kitchen dustbin to be put into the large red Biffa dustbin at the front of the building	☐
Cooker is turned off and the lid down	☐
Kitchen wall heaters turned off	☐
All taps turned off	☐
All floors are swept and mopped where necessary Brooms for sweeping the hall(s) are kept in a cupboard in the kitchen.	☐

Notes: