

**St PHILIP'S PCC  
CHURCH HALLS, BEECH ROAD, NORBURY SW16**

**CONDITIONS OF USE OF HALLS**

- Music may not be played after **10.30pm**.
- An evening function must finish by **11.00pm** at the latest.
- A reasonable time will be allowed for the hirers and their helpers to clear up the halls after the function ends. This means **hall must be cleared, cleaned and vacated by 11.30pm**.

**I agree to abide by the above closing and vacating times.**

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

1. The scale of letting charges is set out in appendix A and is subject to revision without notice by St Philip's PCC (Parochial Church Council)
2. All enquiries regarding charges for the use of the halls and their upkeep should be made to the hall manager.
3. The PCC cannot accept responsibility for the loss of, or damage to, personal property including property in the safekeeping of the group or hirer, whatever the cause.
4. The letting charge is payable **in full at least 7 days** before the booked use of the hall(s) and is non-returnable after this date.
5. A separate deposit of £100 is payable at the time of booking against damage breakages or misuse of Church property. This is in addition to the letting charge and will be returned after the event subject to conditions 8, 9, 10 and 11 being met to our satisfaction.
6. The hirer / organiser is responsible for obtaining a Temporary Events Notice if the event is a licensable activity.
7. All lettings are subject to the St Philip's Church Safeguarding policies (see booking form) and adherence to fire, health and safety precautions (appendix B).
8. The hirer must provide black plastic refuse bags for everything other than recyclable items. **ALL** rubbish must be put in the bags and removed to the outside dustbin (or where possible taken away completely for appropriate disposal or recycling). **Bags must be tied up**. No rubbish (including beer barrels, gas cylinders, cans, bottles etc) is to be left in the kitchen or halls. Litter and rubbish (disposable plates, cups, beakers, sweet wrappers etc) must also be removed from the drive and gardens. **Instructions for recycling displayed in the kitchen should be adhered to.**

9. The hirer is responsible for leaving the premises on time and in good, safe and clean order:
  - a. the cleaning and stacking of all tables to where they were found or as directed by the Hall Manager
  - b. the stacking and tidy storage of chairs as found or directed by the Hall Manager
  - c. furniture, when being moved, should be lifted, appropriately and safely and not dragged to avoid damage to the flooring
  - d. the kitchen area, floor, sink, cooker, appliances and equipment to be left clean. Crockery should be washed and put away
  
10. The hirer is also responsible following instructions for Fire and Safety requirements and regulations as appended (B) and displayed.
  
11. An evening function **must** finish by 11.00pm at the latest. Music may not be played after 10.30pm. A reasonable time will be allowed for the hirers and their helpers to clear up the halls after the function ends. For an evening function this means cleared, cleaned and vacated by 11.30pm.
  
12. *Sellotape* and drawing pins are not to be used. Decorations, balloons etc may only be affixed to the walls etc by *Blu-Tak*.
  
13. The maximum number of persons for a sit-down meal is 130 and for other events 160.
  
14. Hirers and their guests are asked to remember that the halls are in a residential area and to respect the peace and quiet of our neighbours when clearing up and leaving.
  
15. The Hall Manager is:
 

**Mr Winston Worrell**  
**28 Kilmartin Avenue, London SW16 4RD**  
**Tel: 07931 767 253**
  
16. Payments should be made to the Hall Manager. Cheques are payable to "St Philip's PCC".
  
17. Acceptance of these conditions is confirmed by the completion and signing of the booking form and declaration.

I / We the undersigned acknowledge that I / we have read the Terms and agree to be bound by them to the exclusion of all other terms and conditions.

Signatory's name \_\_\_\_\_ Signature \_\_\_\_\_ Signed \_\_\_\_\_

\_\_\_\_\_

**We acknowledge the Hirer's signature above and accept the booking subject at all times to the Terms and Conditions.**

\_\_\_\_\_ Date \_\_\_\_\_  
 For and on behalf of St Philip's PCC