

**St PHILIP'S PCC**  
**CHURCH HALLS, BEECH ROAD, NORBURY, SW16 4NW**

**CONDITIONS OF HIRE OF HALLS**

1. The letting charges are set out in the schedule provided and published on the website <https://www.stphilipsnorbury.org/services/church-hall/> . Charges are 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 adherence to the St Philip's Church Safeguarding policies and confirmed by signing and returning the safeguarding provision declaration
8. The hirer must provide black plastic refuse bags for everything other than recyclable items. **ALL** landfill rubbish must be put in the bags, closed securely and removed to the outside dustbin storage shed (or where possible taken away completely) **recycling must be taken away. 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 site.
9. The hirer is responsible for leaving the premises on time and in good, safe, clean and secure 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 responsible for following instructions for Fire and Safety requirements and regulations as provided and displayed.
11. Ordinarily the halls are not let after 6pm. If an exceptional arrangement has been made, 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 at the latest.
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. Any change to the booking will be made with no less than 14 clear days' notice by either party. A cancellation fee may be payable, at the discretion of the Hall Manager / Management Committee.
16. The Hall Manager is:  
**Mr Winston Worrell**  
**28 Kilmartin Avenue, London SW16 4RD**  
**Tel: 07931 767 253**  
[stphilnorbury@gmail.com](mailto:stphilnorbury@gmail.com)
17. Payments should be made via the Hall Manager, or by bank transfer.
  - a. Cheques are payable to "St Philip's PCC"
  - b. Bank transfer to:  
St Philip's Parochial Church Council  
account: 30532310  
sort code: 60-15-16  
REF: hall + name of hirer
18. Arrangements for unlocking and locking the hall will be made with the Hall Manager
19. Acceptance of these conditions is confirmed by the completion and signing of the booking form, these conditions, and the safeguarding declaration.

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

Name of hirer: \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**We accept the booking subject, at all times, to the Terms and Conditions of Hire.**

\_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of St Philip's PCC