

Nether Alderley Parish Hall Booking Form



Name:

Address:

Phone (Home): Phone (mobile):

E-mail:

I WISH TO HIRE Nether Alderley Parish Hall on:

a) Date: From (Start time) To (Finish time)

Minimum Hall Hire 2 hours.

Please ensure adequate time for set-up and clear-up is included in your total booking time

HIRE RATES Please indicate your booking by entering the relevant fees in the blank column (right hand side)	No. hrs.	Rate per Hour	Total £
<u>Main Hall</u> Includes use of Kitchen and Toilets		£15	
<u>Wedding</u> (Hall, Toilets and Kitchen only) Note: Weddings are charged at 3 hours (1 hour prior to and 2 hours after the wedding start time)	3	£15	£45
Total			

- I wish to hire Nether Alderley Parish Hall, as stated, and agree to abide by its Conditions of Hire.
- I enclose the full hiring fee at the time of booking. Cheques payable to Nether Alderley Parish Hall JMC. For other forms of payment cash, BACS etc. please ask.

Signed:

Booking form and payment to be returned to:

Nether Alderley Parish Hall
 c/o 160 Longridge
 Knutsford
 Cheshire
 WA16 8PE

Phone: 07729223726 email: n.a.p.h@live.com

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Terms & Conditions of Hire

- 1) The hiring arrangement is for the agreed facilities only and the Church grounds **MUST** be respected. No activities are permitted outside of the hall in the Church and Burial Grounds
- 2) Bookings must be paid for in advance and bookings are not confirmed until full payment is received.
- 3) The Hirer is liable for all breakages - all damage and breakages **MUST** be reported to the Caretaker immediately following the event.
- 4) No event can continue beyond 11.30pm without prior permission. Please ensure minimal disturbance to local residents particularly when leaving the hall late at night.
- 5) It is very important, and the responsibility of the Hirer to ensure, that the capacity of the hall is not exceeded. Because it is the law, failure to comply would invalidate insurance and could result in police action.

Hall Capacity:

	Standing	Seated
Hall capacity	100	70

Note: In the main Hall, there are 16 square tables, 7 trestle tables and ~115 chairs plus the bench seating around the walls.

- 6) The Hall should be left as one would wish to find it; brooms are available in the kitchen. If additional cleaning is required after the event an additional charge will be made at £15 per hour.
- 7) Candles, if used, must be contained within a glass holder (or similar).
- 8) All rubbish (excluding glass bottles) including the kitchen waste bin contents **MUST** be put in black plastic sacks (provided by the hirer) and placed in the large bins at the rear of the building (rubbish must not left outside the bins)
- 9) Glass bottles should be removed by the hirer and not placed in the bins.

Health & Safety

- 10) The cooking facilities can only be used for 're-heating' previously cooked food. Under no circumstances should the kitchen be used for cooking 'from raw' ingredients.
- 11) The hirer of the hall should familiarise themselves with the procedure in case of fire and note the fire exits available from each part of the premises. Fire Exits are clearly marked and are:
 - Double doors on side of main hall. These doors are for EMERGENCY use only – they must not be used for temperature regulation
 - Exit through toilet area
 - Exit through kitchen area
- 12) Accidents must be recorded in the accident book located in the kitchen above the small sink with the 1st Aid box.
- 13) NO SMOKING' is permitted in any part of the building or Church grounds. However, if users do require an area in which to smoke, the car park may be used.
- 14) Baby changing facilities are not currently available within the Parish Hall complex.
- 15) Storage heaters in toilet areas should not be touched and let strictly alone.

Parking & Access

- 16) The laneway and access to the entrance gates **MUST** be kept clear at all time to facilitate access for emergency vehicles.
- 17) Additional parking is available in the car park adjoining the Rectory.

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(Note: insurance for this car park is not covered by the Parish Hall and parking is **at the owners risk**)

- 18) Guests must exit onto the A34 exit via the signed 1 way system (i.e. the 'coach road')

Notes:

All enquiries and bookings regarding the hall hire should be made via the Caretaker (Ph: 07729223726) or the email: n.a.p.h@live.com

All cancellations, changed dates and other alterations, relating to established bookings, should be referred to the Caretaker

All uses of the Parish Hall are subject to the approval of the Management Committee

Hall hire and booking procedures and hire charges will be reviewed annually by the JMC and may be subject to alteration at any time by the JMC, at the discretion of the JMC and according to the JMC Terms of Reference