

ST JOSEPH'S CHURCH HALL

CONDITIONS OF HALL HIRE

Bookings:

Mercedes Lopez
Hall Administrator
12 Eastgate Gardens,
Guildford,
GU1 4AZ.

☎ 01483 562704 - Monday to Friday: 9am to 1pm only.
Fax. 01483 452206. ~ Email: admin@stjo-guildford.co.uk

Facilities:

- St Philip Howard Hall (carpeted - holds approx. 100 people)
Cost £25.00 per hour
- St Richard Hall (hard floor - holds approx. 125 people)
Cost £25.00 per hour
- The whole Church Hall - (holds approx. 250 people)
Cost £50.00 per hour

Kitchen with dishwasher, fridge, oven, hob, urn, kettles, etc. Crockery and cutlery for 80 people. Chairs and tables to seat approx. 200.

The nearest telephone is a public call box in York Rd.

There are three (3) fire doors in the halls, which open from the inside without the keys.

Terms and Conditions

- The dividing doors (partition) **must not** be touched by the hirers. If a particular arrangement is required, it must be settled in advance when an experienced mover will alter the doors. Any damage caused by moving the doors will be charged to the hirers. The last bill for repairing the doors was for over £7 000.
- **No smoking is allowed in the hall area.**
- No alcohol may be sold on the premises and there is no Public Singing and Dancing Licence, so it is illegal to charge admission to a performance open to the public. **If you want to sell alcohol you will need to apply for a license to the Council.**
- Various toys, books, equipment are stored on the premises, which all belong to other groups and must not be touched.
- There is no caretaking facility and all hirers are responsible for collecting the keys from 12 Eastgate Gardens at a time and date to be arranged in advance with the Parish Administrator. **Hirers are also responsible for cleaning and tidying the hall after use, and leaving it in a fit state for the next hirer. (*Cleaning materials; vacuum, etc. kept in cupboard at the entrance of the ladies' toilet*).**

- There are 10 car parking spaces available under the Church (numbered 7 – 16). These are available for hall and Church users. The remainder of the car park is contract parking during the week and pay and display on weekends. There is a plastic card that can be obtained when collecting the keys to open the barrier. The barrier opens automatically when approached from the inside.
- **Do not drive** through the gates as this area is a non-weight bearing.
- The heating is controlled by two thermostats in the two halls; it is activated by movement, so there is no need to alter them.

At the end of your booking:

- Kitchen appliances and immersion heater to be switched off.
- Leave everything clean and tidy. Cleaning materials are found in the cupboard in the entrance to the ladies' toilets and in the kitchen. Please leave the rubbish in black bags in the blue wheelie bin by the entrance.
- Switch off the lights.
- The lights outside and in the central foyer are security lights and are operated automatically. You cannot switch them off, so do not look for a switch! The car park lights are maintained by the Council.
- **Lock all doors, internal and external.**
- Return keys and car parking card to the presbytery (drop them in the letter box).

Payment

Payments should be made in cash or by cheque made payable to St Joseph's Church, either in advance or on collection of the keys, which has to be done during Office hours please:

Monday to Friday, between 9am and 1pm only.

A deposit may be required and should be forwarded with one copy of this Conditions of Hire, duly signed.

I accept these conditions of hire: _____

signature

Name: _____

Address: _____

Tel: _____

Mob: _____

Should you have any further queries, please feel free to contact Mercedes Lopez at the Parish Office

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