



Thornton-le-Moors with Ince & Elton Ecumenical
Partnership

CHURCH HALL, ELTON

TERMS OF USE AND BOOKING AGREEMENT

This document contains the terms of use of the Church Hall, Elton as well as some basic information to help you get the most out of your activities with us. Please read it carefully then complete and return the slip below with your booking application.

Who We Are

The Church Hall, Elton is run by Thornton-Le-Moors with Ince and Elton Ecumenical Church Council as a means of serving and engaging with our local community rather than as a profit driven business. We ask that all those who use the hall treat it and all of its equipment with care.

Booking Times

Arrangements for opening the Hall will be made with you for the time agreed. Please do not enter earlier than or stay later than the agreed times on the Booking Form. Any additional time should be agreed in advance. Please sign in and out using the Bookings Book by the entrance. NB If you fail to attend your booked event and do not give us 24hrs notice, we may charge you.

Payment

Any agreed payment should be made before an event takes place unless the booking secretary has agreed to invoice you after the event. Any equipment or extra facilities you require should also be booked in advance. Depending on the nature of the event, we may charge an additional fee, so please ask in advance.

Kitchen & Food Preparation

If you are arranging your own catering you must ensure you comply with all relevant Health and Safety/Food Hygiene Regulations. We strongly advise all those using caterers to use a registered food businesses with a 4 or 5 Food Hygiene Rating this will help to protect you and your guests.

Accidents

Any and All accidents that occur on our premises, no matter how minor they seem, should be recorded in the accident book. This is kept in the kitchen in the top cupboard on the left near the microwave. The completed record should be posted through the Vicarage door.

Parking

We have limited on-site parking and cannot guarantee availability.

Safeguarding

A copy of our Safeguarding Protection Policy is available on our notice board in the hall. It is your responsibility to be aware of the contents of the policy and to ensure the protection of children and vulnerable adults attending your function.

Insurance

You are responsible for the safety of your group. It is the responsibility of all groups/individuals to organise and provide suitable insurance for themselves and their activities.

Emergency Procedure

Instructions in the event of an emergency such as fire are displayed in the foyer and in the hall so please read them and check you know where the exits from the building are. Large bookings should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and you should keep a record of those present at your event. With the exception of birthday candles, candles **cannot** be used on the premises unless agreed with the booking secretary first.

Cleaning & Damage

All areas must be left clean and tidy by every group using the hall. Please note chairs (stacked 8 high) and tables (returned to trolley tables) are returned to where you found them. A vacuum cleaner, brush, dustpan and mop are available for your use, kept in the storage cupboard in the Gents toilet. Please report any breakages or damage both in the signing in book and to the booking secretary immediately after use.

Recycling & Rubbish

Bins are provided for recycling and a black bin for non-recyclable waste outside the kitchen. Please ensure that you use these for all your rubbish, or take it home. Waste food can go in the brown caddy.

Security

Your safety and security are very important to us and because of this we ask you to check that all doors are securely locked when you leave the building. We are unable to take any responsibility for loss or damage to any possessions so please keep valuables out of sight and take sensible security measures at all times.

Further Instructions

Please follow any additional advice or instructions given by the booking secretary. Failure to do so, or to adhere to any part of our terms of use, may result in the immediate cancellation/suspension of your booking.

If you have given us a deposit please be aware that any breach of the terms and conditions or failure to comply with any requests or instructions from members of staff or damage to the church hall may result in the deposit being retained by us.



I have read, understood and agree to the conditions listed above on behalf of my group/organisation and agree to follow all the instructions from the booking secretary.

Signed: Date:

Print Full Name:

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Organisation and/or Event:

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Date of Event: