



GUIDELINES

for all hirers.

You should ensure that:-

Church Hall Booking Form

We have a few guidelines we would like you to follow, and your agreement to these is implicit with your request to hire. This is so that you, and those hiring the Hall after you, have a pleasant experience.

We do hope you enjoy using the facilities. Please note that there is parking space for a small number of cars outside the Hall.

1. You read and sign a copy of the SAFEGUARDING PROVISION available from the website www.skc.church/bookings
2. Any outside commercial caterers used should be registered with their local authority and have relevant certification.
3. For reasons of hygiene you provide your own tea cloths, dish cloths and washing up liquid.
4. Any damage/faults are reported.
5. The Hall is left in a clean/tidy condition. Waste bins/toilet bins must be emptied into the designated bins to the right of the entrance to the hall.
6. The fridges in the kitchen are for your use but please remove perishable items after use and leave the fridge clean.
7. At the end please switch off all lights and heaters (except storage heaters).
8. At the end of use please lock the doors and return the key. The Hall is cleaned on a regular basis but not necessarily after each hiring so we would appreciate your help. Thank You!

SKC Church Contact:-

Sheila Hague
53 Warren Avenue
Saxmundham

E-mail: bookings@skc.church

Telephone:
01728 602117 or 07900 563478

PAYMENT SLIP

To make a booking, detach the **Booking Slip** below, complete it and send it to Sheila Hague (details above). If you prefer you can book by phone or by email. Return this **Payment Slip** when you make your payment.

The Hiring fee is £10 per hour

All fees are payable two weeks prior to the date of the booking. If fees are not received by the due date we may consider the booking cancelled and allow the Hall to be hired by a different user.

Payment details:

- Sort Code: 40-52-40
Account Number: 00035739
Account Name: SKC Church
- Please make cheques payable to 'SKC Church'
- We also take cash

Name of Hirer:

Telephone No:

Date required:

Hire start time: _____

Hire end time: _____

Total fee enclosed:£ _____

Signed:

Date: _____

BOOKING SLIP

Name of Hirer:

Address:

Telephone No: _____

Email address: _____

Date required: _____

Hire start time: _____

Hire end time: _____

Event start time: _____

Event end time: _____

Total fee payable: _____

Purpose of hire:

I/we the undersigned hereby apply for the hire of St John the Baptist, Saxmundham, Church Hall as detailed above. I/we undertake to report any and all breakages and to leave the Hall clean and tidy at the end of the hire period.

Signed:

Date: _____