

Saint Mary's Parish Hall

Booking Conditions

Rates

Unless otherwise agreed are rates are £16 per hour before 9 pm and £20 per hour thereafter.

Bookings are charges for the total time in the hall, including time spent setting up, or clearing up. For example, that means that if you book the hall for three hours, from 2:00 pm, you will be admitted at 2:00 pm and are expected to have cleared up and left the hall by 5:00 pm.

No booking will be taken to continue beyond midnight.

Cleaning and Rubbish

You are expected to leave the hall as you find it. This means it must be clean. You must ensure that:

- all crockery and utensils are washed, dried and put away;
- the oven, microwave and cooler are clean;
- toilets are inspected and visually clean;
- tables are neatly arranged;
- all chairs are stacked neatly at the end of the hall;
- all waste bins are empty and waste taken away with you – the hall does not have external bins to empty waste;
- No food or drink is to be left in the hall.

Equipment

The hall is equipped with a water heater, oven, microwave and bottle cooler. Please ask the caretaker to explain how each works.

The cooker and hob are provided for heating up food.

The equipment must be turned off at the sockets before leaving.

Discuss what table and chairs you require when making your booking.

Kitchen Area

Children are not permitted behind the kitchen counter at any time.

Payment

A deposit of £20 is payable within 7 days of booking. This acts as a cleaning/breakages deposit and will be returned at the end of the booking, subject to the hall being left in good order. The full hire charge is due on the day of hire. The deposit is not deductible at this stage. Cheques to be made payable to Saint Mary Crowned, Glossop. We can only accept cheques or cash.

Checking

A checklist will be available for you to check the condition of the hall before and after booking. Please report any defects to the Caretaker after initial inspection.

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Checklist

	On Arrival	On Leaving
Cleanliness		
Are the following clean?		
Porch		
Main hall		
Window ledges clear?		
Kitchen surfaces		
Kitchen equipment		
Toilets		
Waste		
Bins emptied?		
Food or drink in cupboards/on work surfaces?		
Equipment Working/Explained		
Fire doors?		
Oven?		
Microwave?		
Water heater?		
Lights?		
Heating?		
Repairs		
Evidence of leaks in roof, or plumbing?		
Lights needing replacing etc.?		
Broken windows/equipment?		
Entry to premises?		
Supplies		
Are there adequate:		
Cleaning materials?		
Spare toilet rolls?		
Are supplies secure – in particular, are harmful materials out of reach of children?		