

## HIRING ST MARK'S CHURCH HALL - FAQs

### What are the hire rates for St Mark's Church hall?

We have a base rate and a schedule of discounts for regular hires and different user groups:

HIRE GROUPS	OCCASIONAL HIRE	REGULAR HIRE
• Base rate (businesses, semi-commercial groups, public sector, private individuals e.g. parties)	£20 p.h.	£17 p.h.
• Registered charities and local community/social groups	£16 p.h.	£15 p.h.
• Children's/youth groups/uniformed organisations with educational, citizenship etc activity	£12 p.h.	£11 p.h.

### What's included in the hire rate, are there any extra charges?

The table below indicates what is included and where additional charges apply or may apply.

ADDITIONAL USE/CHARGES	OCCASIONAL HIRE	REGULAR HIRE
• <b>Set-up and clear-away time</b>	Hire rate includes <u>15 minutes</u> either side of your slot – please ensure your booking allows you sufficient time beyond this	
• <b>Kitchen</b>	Basic use included (light refreshments); other use subject to agreement	
• <b>Stage</b>	Included subject to advance agreement to allow Health & Safety checks	
• <b>Outside space</b>	Included – since the site is open please be aware that you will need to undertake your own Health & Safety checks.	
• <b>Bouncy castle or other large equipment requiring power (indoors or outdoors)</b>	£5	£5

### How big is the hall?

The main hall's dimensions are approximately: 43'6" x 28'6" (13.3m x 8.7 m).

### What is the seating capacity?

The maximum seating capacity is 100 people. This is reduced to 60 if you intend to use a play inflatable/bouncy castle inside the hall.

### How many chairs and tables are there?

Collapsible tables:

- 5 large (each seating up to 10 people)
- 5 standard tables (each seating up to 6 people)
- Plus a small number of trestle tables and smaller tables if required. We can access other tables in church (advance notice required).

Chairs:

- 64 plastic chairs (adult).
- 20 plastic children's chairs (more are stored under the stage).

- We have access to more adult chairs in the church (advance notice required).

### **Can I hold a party?**

We are pleased to accommodate children's parties (pre-school and primary age), and other events and functions. We do not hire the hall for 18<sup>th</sup>/21<sup>st</sup> etc parties. Hirers are responsible for their own music, alcohol etc licensing where this might apply.

### **Can I have a bouncy castle or play inflatable?**

Yes, subject to providing insurance etc details from the supplier (as outlined in the information for users//terms of use notes). The maximum size inside the hall is 12' x 12', or a 12' inflatable with a slide on the front. Maximum height 12'.

### **Can I prepare food at the hall?**

Basic use of the kitchen is included, e.g. for light refreshments. For parties etc you should bring your own pre-prepared food in.

Please speak to us if you wish to warm or cook food so we can advise and make arrangements should the food preparation you propose be something we can accommodate. As a guideline, pre-cooked food can be warmed in the cooker or microwave. Simple food preparation may be undertaken, but the kitchen is not suitable for large scale cooking or for preparing raw meat etc.

We ask that you bring your own crockery, cutlery, serving platters etc for your party/event. If you use any hall cups, plates or other equipment in the kitchen please ensure it is washed and put back in the same place before you leave.

### **How do I hire the hall?**

To make an enquiry about availability, email using the contact form on our website or telephone the booking clerk, John Redhead, on (01482) 508271.

John will supply you with the hire form and information for users/terms of use, and will be happy to answer any further questions you may have.

### **What happens if there is any damage?**

For occasional hires we take a refundable £25 deposit which will be retained in full or in part if needed to cover the cost of any damage, additional cleaning if the hall is left in an unacceptable condition, replacement keys etc.

Damage caused by a regular hirer will be discussed with the hirer and a way forward agreed.

### **How do I pay for hiring the hall?**

Occasional hirers are asked to pay by cash or cheque, or bank transfer if you prefer, at the time of making their booking. Regular hirers need to pay by Standing Order or bank transfer.

### **What happens if I need to cancel my booking?**

We are reviewing our policies and will add details of our cancellations policy in due course.

### **How is the hall run, is there a manager?**

We are a small, voluntarily run organisation. We endeavour to keep the hall open as a community resource and do our utmost to ensure that everything is in order for each user before their booking commences. Our booking clerk John will be pleased to help by answering any further questions you may have.

We look forward to welcoming you and hope that you enjoy using our facility!