

Sleaford Parish Church, St Denys'

Parish Office
Market Place
SLEAFORD
NG34 7SH
Tel: 01529 413607
office.stdenys1@btconnect.com
Opening Hours: Mon-Fri 9am – 12pm



Terms and Condition of Use of St Denys Church Hall

Users of the hall please read and comply with the following conditions:

1. The exit doors are to be kept clear at all times.
2. If the kitchen is used, please supply own tea, coffee, tea towels, washing up liquid etc
3. Some tablecloths and tea towels are available to use. These must be washed and returned to the Church Hall as soon as possible.
4. **No drawing pins or nails may be used in the woodwork or doors; or sticky tape on the walls.**
5. No alterations or additions may be made to any equipment or fittings.
6. Any damaged caused by any means accidental or otherwise, must be paid for.
7. The property of any individual and organisation is left in the hall entirely at the owner's risk.
8. **If the booking is cancelled a refund will be given but a 20% admin charge will apply.**

Upon leaving the Hall:

9. When leaving you are responsible for **closing windows and doors, turning off all taps, main hall heater and lights.**
10. Please check the toilets.
11. All tables and chairs must be stacked where they were found.
12. If you are the key holder, please ensure door is **locked and secure**; posting the key back through the letterbox ensuring it has gone right through to the basket below.
13. Chairs in the upper room are to be stacked no more than four high against the wall of the room.
14. The hall must be swept and the kitchen left clean (if used).
15. **Rubbish must be placed in the bin bags provided and taken away.**

Whilst every effort will be made to retain the premises so that they are available on the date required, circumstances may arise where due to emergency or other unforeseen circumstances the use of the premises may be curtailed.

In such circumstances a refund for that day will be made and the Vicar/Churchwardens/Parochial Church council will not be responsible or liable for any loss arising as a result of the premises becoming unavailable.