

**St Denys', Sleaford Parish Church**

**HIRE OF PREMISES**

<b>FULL NAME</b>	
<b>ORGANISATION if applicable</b>	
<b>FULL ADDRESS</b>	
<b>EMAIL ADDRESS</b>	
<b>PHONE inc mobile if possible</b>	

**HIRING DETAILS**

	<b>CHURCH HALL</b>	<b>UPPER ROOM (Church Hall)</b>	<b>CHURCH – if applicable</b>
<b>DATE</b>			
<b>START TIME (duration)</b>			
<b>NATURE OF FUNCTION</b>			
<b>SALE OF ALCOHOL LICENCE REQUIRED</b>		n/a	
<b>REFRESHMENTS REQUIRED</b>	n/a	n/a	
<b>USE OF CHURCH SOUND SYSTEM REQUIRED</b>	n/a		
<b>ANY OTHER REQUIREMENTS</b>			

Please return the completed booking form either by post or in person to the Parish Office, along with payment. This may be by cheque, payable to St Denys PCC, or by cash (in person only).

<b>Amount due</b>		<b>Deposit paid</b>	
<b>Signature</b>		<b>Date</b>	

Please return the booking form either by post or in person to the Parish Office, along with payment. This may be by cheque payable to St Denys PCC or by cash (in person only).

**Tel: 01529 413607**  
**[office.stdenys1@btconnect.com](mailto:office.stdenys1@btconnect.com)**

# Sleaford Parish Church, St Denys'

Parish Office

Market Place

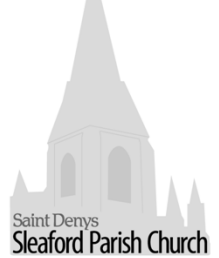
SLEAFORD

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

### **Please sign and return to the office**

#### **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, heaters (lower room please follow instructions by heaters) and lighting.**
10. Please check the toilets.
11. All tables and chairs must be stacked where they were found. **This applies to the Church too.**
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.
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.**

I/we agree to the above conditions

Signed.....  
.....

Organisation  
.....

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Market Place  
SLEAFORD  
NG34 7SH  
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office.stdenys1@btconnect.com  
**Opening Hours: Mon-Fri 9am – 12pm**



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**Please keep this for your own reference**

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## Sleaford Parish Church Fees 2016

### Hire of Church Room

Use of Church Room per half day session £40.00  
All birthday parties are to be charged per session

Use of Upper Room per half day session £35.00

Otherwise £15 per hour / £14 per hour Upper Room

**Regular users of the hall may be offered a reduced rate.**

The kitchen is available for the purposes of making tea and coffee. If you want to use it for more substantial food preparation then an additional charge may apply.

**A £10 deposit is requested at the time of booking the Church Hall. Full payment is required at the time of collecting the key. Cash or cheque made payable to St Denys PCC. The Church Hall key is to be collected from the Parish Office by arrangement. Cash or cheque made payable to St Denys PCC.**

### Hire of Church

Hire of church for a concert or similar (inc a rehearsal) £200.00  
Hire of church for purposes other than a concert £120.00  
Use of church room if booked with a concert £20.00  
Alcohol Licence £21.00

**Tea and coffee can be provided for an extra charge.**

### Availability of Premises

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. The Church is normally restricted to religious and compatible cultural uses.