St Jude's Church, Mapperley

Terms and conditions for booking Church premises

We reserve the right to refuse bookings if we feel the purpose of the booking conflicts with the church's purpose and ethos. For example this means we will not hire the hall to Racist groups and for Non-Christian religious ceremonies/services.

It is the responsibility of the hirer to ensure that the following terms and conditions are adhered to:

- A non-returnable deposit is required at the time of booking (to cover administration costs).
- A refundable cleaning deposit £50 is required for larger evening events.
- All breakages must be paid for.
- The capacity for the large hall is 150 people, the small hall 80 people and the lounge 35 people. These capacities must not be exceeded.
- These premises do not have a liquor licence and the sale of such is prohibited
- Please do not affix anything to the walls.
- Please do not move the pianos.
- All accounts must be paid in full when keys are collected.
- The hirer is responsible for the Health & Safety of those attending their event.
- Please ensure that if you hire equipment from third parties, they have their own Health & Safety policy.

Check list on vacating the premises

- Any furniture that has been moved must be returned to the correct place according to the notices displayed.
- All rooms used must be left clean and tidy, including the removal of any rubbish. Non recyclable rubbish should be put in the green bin located outside the kitchen through the fire door. Recycling should be put in the recycling centre in the car park. Any excess rubbish must be taken away and disposed of.
- If hiring the kitchen please ensure that all crockery is washed and dried and put away in the correct place. Please bring a supply of tea towels.
- All appliances such as the cooker and urn must be switched off before you vacate the premises.
- Please check that all lights and taps are turned off, including those in the toilets.
- Please check all fire doors are locked by pushing them from the inside (even if you think they have not been opened) 1 in Small Hall, 1 in Kitchen and 4 in Large Hall.
- If you are leaving another hirer in the building, please check they have keys to lock up.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<

Please return this confirmation slip with your deposit.

I/We agree to abide by the terms and conditions for the hire and use of St Jude's premises. I have also read and understood the Health and Safety leaflet for Hall Users and agree to comply with the guidelines
I will ensure that group leaders and members of the user group are aware of the procedures as necessary.

Signed ………………………………………..Date………………..…….

Print Name ……………………………………..Phone No…………………