**THURSTASTON & IRBY PARISH HALL, ST CHAD’S, ROSLIN ROAD, IRBY**

The Rectory Hall Booking Secretary

77 Thingwall Road hallbookings@thurstaston.org.uk

Irby

Wirral

CH61 3UB

Tel: 0151 648 1816

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| **RULES FOR HIRING THE HALL**   1. Requests to hire the Parish Hall for private use must be made to the Hall Booking Secretary giving full name and address of the organization and details of the event. The times of the event must include any setting up or clearing away time – e.g. the total time that you will be in the building. 2. All such bookings must be made in an adult’s name. This adult must be present in the Parish Hall for the event and will be responsible for adhering to the rules below. 3. Definite bookings for the next calendar year can only be made after 1st November of the current year. Provisional bookings can be made in advance of this date but if the church requires the use of the hall, the booking will be subject to cancellation or re-arrangement. 4. Hirers are responsible for the maintenance of good order and conduct on the premises, both during and immediately after the event. 5. Private hire fees to be paid prior to the use of the hall. 6. Music/entertainment must cease at 11pm and the hall is not to be used or left open after 11.45pm. 7. The sale of alcoholic beverages is not allowed. |
| **RULES FOR THE USE OF THE HALL**   1. The hall must be left in a clean and tidy condition, the lighting and heating must be switched off and all kitchen appliances to be switched off (cooker, water boiler, immersion heater) 2. All refuse and rubbish from the event to be taken home and disposed of. 3. No stiletto heels to be worn. 4. No bouncy castles to be inflated or used inside the hall. 5. Care to be taken of all furniture, furnishings, crockery and equipment.  *There are no tea towels available at the hall – please bring your own.* 6. All damages or breakages to be reported by the hirer to the Hall Booking Secretary immediately after the event (within a maximum of 24 hours). The Committee will decide on all replacement or damage charges. 7. The hirer will be held liable for damage or breakages to the building and its contents occurring during the period of hire. 8. No sellotape, pins, blu tac etc to be used on walls, floors or furnishing. 9. No furniture (including the piano and organ) should be moved under any circumstances other than chairs and tables. 10. Tables and chairs should be stacked and stored as found. 11. If heating is required, the switch is located in the kitchen marked “heating” and must be switched off after use. 12. Hall curtains are to be carefully opened at the end of each meeting. 13. The hall windows and all exits should be secured after use. 14. **Under no circumstances should any of the fire exits be blocked.** Fire evacuation instructions should be given by the hirer to all attendees. 15. No vehicles to be parked on the paved ramp. Disabled parking is available for people with disabilities only. |

*The hirer is responsible for following the Church of England and Parish procedures relating to the prevention of abuse and safeguarding of vulnerable groups including children, young people and vulnerable adults. Any safeguarding concerns, allegations or suspicions of abuse should be reported immediately to the Parish Priest or Parish Safeguarding Co-ordinator.*

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**IN CASE OF AN EMERGENCY WHILST IN THE BUILDING**

Information regarding the location of the water-stopcock and contact numbers can be found in the kitchen next to the first aid kit.

I/We accept the rules and conditions as set out above. I understand that as the person booking the hall, I need to be present for the duration of the booking and will be the person responsible throughout.

Signed …………………………………........ Print Name ………………………………… Date ……………...

NAME OF ORGANISATION …………………………………………………

Hire Date & Time (s) ……………………………………………………………

ADDRESS ……………………………………………………………………………………………………………

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Contact Phone Number(s) – to include a mobile where possible - of person booking the hall:

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Email address of person booking the hall: ……………………………………………………………………………

**PLEASE POST A COPY OF THIS FORM THROUGH THE LETTERBOX AT ST CHAD’S**

**YOUR BOOKING WILL NOT BE CONFIRMED UNTIL WE HAVE RECEIVED THIS**

**For Key collection** - please contact Jayne or Jon Oliver on 0151 648 1754

(If they are not available, please contact Mrs Elizabeth Barton on 0151 648 7178)