

St. Peter's Parish Church and Centre



Moorhey Road, Maghull



www.stpetermaghull.org

Hire of the Church Hall

Please read both sides of this form, then complete and tear off the portion on the right and return it to the hall secretary

Conditions of hire for use of the church hall:

1. The minimum hire period is 2 hours: every additional ½ hour will be charged at the normal rate.
2. The current charge is £13 per hour. Long-term hire rates are available with discounts for community groups.
3. Care must be taken at all times. For children's parties, the Church Council require 1 adult to be present for every 6 children, always with one adult "on duty" in the foyer. This is for your own safety and security.
4. The church has a child protection policy and all are required to agree to it. This can be found on the noticeboard in church.
5. All food waste and rubbish is to be removed from the church premises and site. The rooms to which access is agreed are to be left in a clean and tidy condition
6. The principal hirer will be responsible for the cost of repair or replacement of any damage or loss. The Church Council and vicar reserve the right to require a deposit of up to £100 for one-off events, repayable on inspection of the premises after use.

7. No alcohol may be brought onto the premises without prior written permission of the Church Council and vicar.
8. Smoking is not permitted *anywhere* in the building.
9. It is the responsibility of the hirer to negotiate with the Hall Manager the precise time of opening and closing of the premises. The Hall Manager/Wardens will be responsible for the keys, lighting etc. Failure to arrive at the premises at the agreed time will be the responsibility of the hirer and may incur additional costs.
10. The building must not be left unattended at any time.
11. It is the responsibility of the hirer to provide insurance cover.

The church worship area is also available at extra cost. Any use of musical instruments or audio or visual equipment must be specifically agreed beforehand. A deposit may be required before use of such facilities is agreed.

Hall Manager:
Anne Harrison,
77 Eastway, Maghull
0151 526 5147
hallhire@stpetermaghull.org

Payment may be made in cash or by cheque (payable to "**St Peter's Church**")

Please retain for your reference

St Peter's Church Centre, Maghull
Hire of the Church Hall

Date of Hire: _____ Time: _____

Name and address of Principal Hirer

Telephone: _____

Email: _____

Name of Organisation: _____

Reason for Hire:

I agree to abide by the conditions set out in this leaflet:

Signed: _____ Date: _____

If you wish to hire the hall for more than one date, please list below the days and times for the next 3 months:

FOR OFFICE USE ONLY

Application agreed date: _____

Payment received date: _____

Signed: _____

On behalf of St Peter's Maghull

Please return to the Hall Manager