

ST PETER'S RC PARISH HALL AGREEMENT-SUMMARY

THERE IS NO AVAILABILITY ON SUNDAYS OR HOLY DAYS ALL DAY

HALLS ARE NOT AVAILABLE AFTER 6PM.

Please do not be offended if refused a request for an extension.

Hall Type MAIN PARISH HALL

Overall Capacity: 80

Hall Type YOUTH HALL

Overall Capacity: 70

Hall Type MEETING ROOM (not available for parties)

Overall Capacity: 40

PLEASE NOTE THE OVERALL CAPACITY OF YOUR HALL. IF YOU OVER-RUN THIS CAPACITY, THE CHURCH **WILL NOT BE LIABLE** FOR ANY INCIDENTS THAT OCCUR.

Event/Date & Time Hired:

Facilities

- Entrance
- Kitchen
- Accessible Toilets
- Wheelchair Access

Equipment

- Small Fridge
- Kettle
- Smoke Alarms
- Fire Alarms
- Window locks

Hire Costs

Main Parish Hall: £50 per hour plus £50 caretaking and £200 (refundable) deposit.

Youth Hall: £40 per hour plus £50 caretaking and £200 (refundable) deposit.

Meeting room £20 per hour plus £50 caretaking and £200 (refundable) deposit.

Parish Address:

St Peters RC Church
52, Goresbrook Road
Dagenham, Essex
RM9 6UR
0208 595 1227

Where to find Halls Letting Policy:
www.stpeterdagenham.co.uk

Deposit and Late fees

Deposit refundable if hall left in an acceptable and suitable condition & on time.

More than 1/2 hour late you will lose 50% deposit. More than 1 hour after agreed hired time, you will lose final 50% deposit.

Caretaking fee is additional to deposit. £50 caretaking fee will be deducted from deposit if **the hall and all areas used** (corridors, toilets and playground) during the hire is not left in an acceptable and suitable condition.

General Matters

All hall users are required to comply in full with our Terms and Conditions.

Users should note in particular that:

Please be responsible and respectful when arriving/leaving the premises **vacate premises at the time agreed on your contract.**

- Alcoholic beverages can be served but not sold.
- Users are required to comply with our policies on Child Protection and vulnerable adults.
- All rubbish and property must be cleared and bagged with all areas used left in a clean and tidy condition. **Do not dispose outside church premises.**
- Users are responsible for damage done to the halls (and any fixtures, fittings, furniture and other articles in it) during the term of use.
- Users are responsible for the security of the property on the premises during a hiring.
- Deposit will be held for collection 28 days after the date of event.

I/We have read the terms and Conditions, including extended terms and conditions, for the use of the Hall/Room(s) and agree to abide by them.

Signature:

PRINT NAME.....

Date:

All enquiries, please email Parish Admin Halls at:
dagenhamstp@dioceseofbrentwood.org
0208 595 1227