

Before filling in this form please check that the room you would like to book is available at the time you want. This information is available through the church website (<http://www.elburtonchurch.com>) or from the Church Office.

Please fill in all the information on this form and return the signed form with separate cheques for booking fee and the damage deposit (£20) to the Church Office. Please make both cheques payable to 'St. Matthew's PCC'. Your booking cannot be confirmed until we have received your cheque, although the Office can reserve a date for you for up to a week while you arrange payment.

About Your Booking

Date : / / Time: Start End
(Please allow time for setting up and clearing away)

Type of Booking (please tick)

- A private function at St. Matthew's
- A community group meeting at St. Matthew's
- Commercial use of a room at St. Matthew's (rates may differ)

Rooms Requested (please tick)

- Lower Hall and Hall Kitchen. (£30 per session)
- Church Lounge (£30 per session)
- Lounge Kitchen (additional £5 per session)

Please give brief details of the event:

About You

Organisation: (if applicable)

Contact Name: (and position in organisation if applicable)

Address:
Postcode:

Phone:

e-mail:

I have read and agree to the booking terms and conditions (overleaf). I enclose payment for the booking and a £20 damage deposit.

Signed:

Date: / /

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| For Office Use Only: Payment Received [] Deposit Received [] Keys Out [] Keys Returned [] Deposit Returned [] |
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St. Matthew's Church
Room Booking Terms and Conditions

These terms and conditions form part of the contract between St. Matthew's Parochial Church Council and users of the hall.

Before the Event

Booking

Your booking cannot be confirmed until the Church Office has received your completed form, and separate cheques for the booking fee and the damage deposit (£20). We reserve the right to refuse to accept any booking.

Keys

Before the event, you will need to arrange to collect the necessary keys. Keys can be collected from the church office during its opening hours, in the days before the event.

Access to the Church before the event.

It is not normally possible to have access to the church buildings before the start of your booking, unless you specifically book it.

Public Liability Insurance and Licensing.

This information is to follow. Please note that you must not sell alcohol on the premises unless you have obtained a private licence to do so, or have employed a supplier with an appropriate licence.

During the Event

Parking

There is parking for 25 cars in the car park to the rear of the church. It is also possible to park in Sherford Road at the front of the church. Please ensure that your guests take care not to obstruct driveways and not to park blocking the vicarage exit into the car park. Please do not park in the car park of the Elburton Hotel without prior agreement.

Heating

During winter months we will ensure that the rooms you have booked are adequately heated for the duration of your event. Please note that if the fire escape doors are left open in the lower hall, the heat escapes very quickly and the hall take some time to reheat.

Wheelchair Access

There is wheelchair access to both the lower hall (through the fire escape) and the lounge (through the main entrance). Toilets are on the upper floor only.

Locking Doors

During your event, it is your responsibility to monitor who has access to the buildings. For events that are not open to the public, you are advised to lock the outside doors when you are inside the building.

Smoking

St. Matthew's Church is a smoke-free site. The only place where smoking is permitted is

adjacent to the north east corner of the hall. There is a bin for cigarette butts in this location for your convenience.

Concerns

If you have any concerns about the condition of the rooms when you arrive, please make an immediate note of any problems and let the Church Office know as soon as possible

Leaving the Building

Cleaning and Caretaking

It is your responsibility to leave the building in the same state you found it. This will include vacuuming the floors and replacing the furniture according to any signs in the building. Vacuum cleaners can be found in the downstairs lobby.

Lights

All lights must be turned off after the event. This includes the lights in the toilets and the kitchen and store cupboards. Fire exit lights remain on at all times and cannot be switched off, however the light outside the lounge fire escape does need to be switched off using the switch inside the door.

Doors and Windows

Before leaving the building it is the responsibility of the key holder to check that all windows are closed and that all external doors are locked.

After the event

Keys

The Church Office will arrange a time for you to return the keys and collect your deposit. This will usually be within a day of the event. Do not leave the keys in the letter box outside the church.

Breakages

You must notify us of any damage to the building or any breakages which took place during your event.

Damage Deposit

The £20 deposit will be returned to you when you return the keys. If there is any reason for us to withhold the deposit, we will explain in writing what you are being charged for. Reason why your deposit may not be returned in full include, but are not limited to:

- Not leaving the rooms as you found them as this will incur a cleaning or caretaking charge;
- Damaging or breaking any part of the building or its contents;
- Damage which is caused as a result of your failure to monitor who is entering the buildings;

If the cost of repairing damage exceeds the £20 deposit, we may ask you to pay an additional fee.