



Parish Office  
St Mary's Church Hall  
Stoke Road  
Stoke D'abernon KT11 3PX  
01932 866005  
[admin@stmarysstokedabernon.org.uk](mailto:admin@stmarysstokedabernon.org.uk)

## Welcome to St Mary's Parish Hall - we hope you will enjoy using our facilities

### TERMS AND CONDITIONS FOR HIRE

1. Use of the Church Office equipment is not permitted. It is also a requirement that anyone bringing electrical equipment into the hall is responsible for having it tested before bringing it on site.
2. Please note position of fire extinguishers and emergency doors, which must be kept clear at all times. The emergency doors are not to be used except in an emergency.
3. **No posters, signs, decorations etc. are to be fixed to any article of furniture or to the walls or doors.**
4. The sale of alcohol is prohibited without an appropriate licence being obtained by the hirer.
5. Please consider the neighbours if you have music at your function or children playing outside. Music must be confined to the hall - speakers or live performers must not be placed outside. The doors to the garden must be kept closed if the resulting noise levels outside would cause disturbance to neighbours. The grounds of Parkside School are not available to users at any times.
6. All crockery/cutlery/glasses etc are available for use but must be washed, dried and returned to the correct kitchen cupboard or drawer after use. A dishwasher is available but **MUST** be emptied after use. Instructions for the dishwasher can be found in the kitchen.
7. All furniture used must be replaced in position and all rooms left clean and tidy. Tables should be stored in the cupboard in the hall. Cleaning materials including brushes, mop/bucket, and vacuum cleaner for the carpets, are kept in the store room.
8. On leaving please ensure that all lights are switched off (including the disabled toilet), and that all windows and doors are secured before leaving.
9. **All rubbish MUST be taken away with you and disposed of elsewhere.** If this is not adhered to you will be asked to return to collect it.
10. Any damage or breakages must be reported to the office (a charge may be incurred).
11. There is a NO-SMOKING policy in place which must be adhered to.
12. THE PREMISES AND EQUIPMENT (INCLUDING THE FRIDGE AND THE DISHWASHER) MUST BE LEFT EXACTLY AS YOU FOUND THEM.
13. The premises must be vacated by the time specified on the booking form at the time of booking, and no later than 11.30pm.
14. Any accident involving injury to any person on these premises must be reported to the Parish Secretary and entered in the accident book.

***Please note that St. Mary's Church does not accept responsibility for the loss of or damage to clothing, or other personal property of visitors to the Centre, nor for the loss or damage to any other property which may be brought into the Centre by individuals or organisations, or for the loss or damage to vehicles or their contents parked in St. Mary's Church car park. September 2015***