



Conditions of Hall Use St Columba's Church Hall and Kitchen

- 1) Please bring your own bin liners and take away all rubbish, cans & bottles – do not leave any rubbish inside or outside the church.
- 2) Wash and dry up – put away neatly.
- 3) Sweep hall, kitchen and toilets after use – put away tables and chairs, stacked safely as per notices on the wall - leave as clean.
- 4) Mop up any spillages – (mop found in middle cupboard) and leave all work surfaces clear and clean.
- 5) Log breakages on list provided by the crockery cupboard.
- 6) Do not leave any food in the refrigerator.
- 7) Ensure that all lights are switched off and all taps turned off (water & gas).
- 8) The maximum time allowed for setting up the hall prior to a party is 1.5 hours and 1 hour to clear away.
- 9) Attendees to Mass have priority over the car park; therefore, the car park must be clear half an hour before the start of any Mass. (6:30pm on Sat eve & 8am, 10am, and 6:30pm Sunday)
- 10) St. Columba's Church reserves the right to cancel a booking if a parish commitment intervenes.
- 11) We aim to be neighbourly. Therefore, please ensure that any amplified music is kept to a reasonable volume and ended by 10:30pm.
- 12) The entrance hall, lobby, doors and fire exit must be kept clear at all times – this is your responsibility as the hirer.
- 13) Please provide two cheques made payable to **St Columba's Church**, one for £30 per hour to pay for the hire (which will be banked) and another for £100 deposit, (which will be destroyed as long as the conditions of use are not broken) to be handed or sent to Mrs Gill Tomei, 37 Beech Avenue, South Croydon, CR2 0NN.
- 14) **At least 24 hours before the event, please contact Eileen Bowden - tel: 0208 657 3692 for the key.**
- 15) Nothing to be displayed on the walls, no adhesives to be used (e.g. bluetac or sellotape)
- 16) No ball games such as football to be played in the hall.
- 17) Further chairs and tables are located in the shed(s) outside – see Eileen about this.