



St. John's Saxmundham

# Church Hall Booking Form

We have a few guidelines we would like you to follow, and your agreement to these is implicit with your request to hire. This is so that you, and those hiring the Hall after you, have a pleasant experience.

We do hope you enjoy using the facilities. Please note that there is parking space for a small number of cars outside the Hall.

## GUIDELINES

for all hirers. You should ensure that:-

1. You read and sign a copy of the SAFEGUARDING PROVISION available from the **St. Johns's Contact**.
2. Any outside commercial caterers used should be registered with their local authority and have relevant certification.
3. For reasons of hygiene you provide your own tea cloths, dish cloths and washing up liquid.
4. Any damage/faults are reported.
5. The Hall is left in a clean/tidy condition. Waste bins/toilet bins must be emptied into the designated bins to the left of the main Church door (i.e. around the side of the Tower).

6. The fridges in the kitchen are for your use but please remove perishable items after use and leave the fridge clean.
7. At the end please switch off all lights and heaters (except storage heaters).
8. At the end of use please lock the doors and return the key. The Hall is cleaned on a regular basis but not necessarily after each hiring so we would appreciate your help. Thank You!

### St. Johns's Contact:-

Sheila Hague, 51 Warren Avenue,  
Saxmundham, IP17 1GF

Telephone:  
07900 563478

E-mail: [bookings@saxstjohns.org.uk](mailto:bookings@saxstjohns.org.uk)

## PAYMENT SLIP

To make a booking, detach the **Booking Slip** below, complete it and send it to the **St. Johns's Contact**. If you prefer you can book by phone or by email.

Return this **Payment Slip** when you make your payment.

### The Hiring fees are as follows:-

Private use: £10.00 per hour.

Charities and

Church members: £ 8.00 per hour.

All fees are payable two weeks prior to the date of the booking. If fees are not received by the due date we may consider the booking cancelled and allow the Hall to be hired by a different user.

Please make cheques payable to:-

**PAROCHIAL CHURCH COUNCIL OF  
SAXMUNDHAM**

Name of Hirer: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date required: \_\_\_\_\_

Hire start time: \_\_\_\_\_

Hire end time: \_\_\_\_\_

Total fee enclosed:£ \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## BOOKING SLIP

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

eMail address: \_\_\_\_\_

Date required: \_\_\_\_\_

Hire start time: \_\_\_\_\_

Hire end time: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Total fee payable: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

I/we the undersigned hereby apply for the hire of St John the Baptist, Saxmundham, Church Hall as detailed above. I/we undertake to report any and all breakages and to leave the Hall clean and tidy at the end of the hire period.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_