

St Matthew's Hall ~ Party booking

The hire of the hall for a children's party includes the use of the kitchen for tea and coffee making, any cutlery, crockery, utensils etc that you may need, if you wish to use it for major cooking there will be an extra charge.

Pre-school children only are welcome to use the bikes and the playhouse under adult supervision. If any breakages or damage occur could you please inform Hannah Taylor, Administrator (Parish office tel. number as above). If the weather is fine you are welcome to use the garden. The cost of the hall is £75 for a 3 hour session. A reduced rate of £50.00 applies to playgroup, toddlers and church members.

It is important that the front door to outside is kept shut at all times. If it is left ajar anyone will be able to walk in and you will not know who is in the building with you and your guests. Guests can ring the doorbell to attract your attention - many people stick a balloon near the bell.

You are reminded that you are responsible for any accident or injury but they must be recorded in the accident book which is kept in the kitchen. There is a first aid box which is also in the kitchen. Any food must be prepared with due regard to hygiene.

On the day of the party someone will meet you to let you in at the agreed time and return to lock up at the end of the party or we can arrange for you to pick up a key fob so you can let yourself in. Please leave the hall tidy and sweep the floor. If, by any chance, something is broken or damaged please let us know. Thank you.

We hope you have a great time.

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Name ..... Party date .....

Address.....

.....

Tel no .....email.....

Age of children involved .....

Hire time: hall opened at..... hall closed at .....

How did you hear about the hall? Toddler group member

(please tick) Playgroup member

Church member

Other.....

Amount paid £..... for hall (cheque to St Matthew's PCC)

A copy of The Conditions of Hire is enclosed with this form  
To book rooms at St. Matthew's, please complete the form above and return to the Parish Office. If you have any queries please do not hesitate to get in touch by ringing 944 1598.