

St Matthew's Hall ~ Children's Party booking 2018

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 the weather is fine you are welcome to use the garden. There is a deposit of £30 payable on receipt of the key against breakages. 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.

We can arrange for you to pick up a key fob so you can let yourself in or we can arrange for someone to meet you to let you in on the day of the party at the start of the agreed time and return to lock up at the end of the party. Please leave the hall & kitchen, foyer and toilets tidy and sweep/vacuum the floor and take away your waste as appropriate. Thank you.

We hope you have a great time.

~~~~~

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?

(please tick)

Toddler group member

Playgroup member

Church member

Other.....

Deposit paid £30.....Amount paid £..... for hall (Bank transfer to : Nat West Whiteladies Road Clifton Bristol Sort Code 60 17 24 Account No. 00413895

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.