



THE CHURCH OF THE HOLY NAME

7 North Jesmond Avenue
Jesmond
Newcastle upon Tyne NE2 3JX

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Diocese of Hexham and Newcastle
Registered Charity 1143450

Hall Hire at the Holy Name

Thank you for deciding to use the Hall facilities of the Holy Name Parish. We hope that you have a very successful and enjoyable celebration or event. To ensure a positive experience and that people who follow you into the Hall find it in good condition, we have a number of guidelines. These guidelines are a condition of our building insurance and health and safety regulations.

The Conditions of Hire are as follows:

1. The hall is booked for a minimum of 3 hour at a cost of £75. Additional hours are charged at £25 per hour.
2. Please do not stick anything (posters etc) on the walls. Hooks are in place for hanging streamers and balloons.
3. It is not possible or allowed to prepare or cook food on the premises. Any food being served must be prepared and cooked off-site.
4. The Hall must be left as you found it:
 - a. Please ensure that all cupboard and kitchen surfaces have been cleaned after use.
 - b. Toilets are checked and left in a clean and usable condition turning all lights off.
 - c. All floors are swept and, if necessary, cleaned. (Cleaning materials are available.)
 - d. All rubbish, left-over food and any waste materials are removed from the Hall and taken away with you.
 - e. All lighting, including the hall cupboard and water taps are switched off.
 - f. Do not leave the hall unlocked or unattended during use.
 - g. Close all windows and internal doors and ensure that the premises are locked and secured.
 - h. Make sure the Hot Water Boiler in the kitchen (for hot drinks) is switched OFF

5. At the time of booking the Hall, you must inform us of any activity that you are planning to take place on our premises. Some activities may not be covered by our insurance and, in this event, could not be allowed.
6. The maximum number of adults and children using the Hall is 50 (fifty).
7. As the hall is located in a residential area, noise **MUST** be kept to reasonable levels where music, singing, games etc are concerned. This means that no public address systems (using microphones, karaoke machines etc) are allowed outside the hall. We request also that you are respectful of our neighbours before, during and after your event.
8. We do not allow any discos in the hall.
9. Smoking is prohibited everywhere in this building and also in the grounds. Anyone wishing to smoke must do so outside the grounds ie on Towers Avenue.
10. Everyone in attendance must be advised of fire exits and fire extinguisher positions. Fire exits must always be kept clear, free from obstruction and ready for use at all times. In the event of a fire, vacate the hall, contact the Fire Brigade and the Parish Representative immediately in person or by calling 0191 281 0940 (Parish Priest), or failing this, 0191 281 1883 / 07766 004 234.
11. Please report any appliance or equipment defects, breakages, damage to property, hazards, unsafe situations, accidents to persons or property etc to the Parish Representative immediately. Repairs must not be attempted, no matter how well intended, without prior consultation with the Parish Representative beforehand.
12. Please do not charge your mobile device or camera in the hall.

The Cost Details:

1. The cost of hire is £75 for a 3 hour period. The hall is available for a minimum of 3 hours with additional hours paid for at a rate of £25 per hour.
2. The payment of £75 is to be made no later than two weeks in advance. In the event of damage to furnishings or property or where the hall is left in a poor state of cleanliness we may request that you pay for the damage. We suggest that you make payment either by cheque (payable to 'The Holy Name Church'), in cash or by BACS to:

The Holy Name Sort code: 40-34-18 Account number: 72010798

If paying by BACS please add a reference eg Surname Hall Hire 16/02 or similar so that we can track your payment.

Finally, all feedback you can offer on how the use of the Hall can be improved will be appreciated.