

# THE CHURCH OF THE HOLY NAME

7 North Jesmond Avenue, Jesmond,  
Newcastle upon Tyne, NE2 3JX



## 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 in multiples of 3 hour blocks at a cost of £75.
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.
  - 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 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 is 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. To comply with the requirements of the Local Authority, please note that we are located in a residential area so noise should be kept to reasonable levels where music, singing, games etc are concerned. We request also that you are respectful of our neighbours when you leave after your event.
8. Smoking is prohibited everywhere in this building and also in the grounds. Anyone wishing to smoke must do so outside the grounds i.e on Towers Avenue.
9. 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.
10. 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. In all instances, please record the detail in the Log Book provided. Repairs must not be attempted, no matter how well intended, without prior consultation with the Parish Representative beforehand.
11. 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 only available in 3 hour blocks.
2. The payment of £75 is to be made no later than a week in advance with a returnable deposit of £50. Please note that this deposit will be retained in the event of damage to furnishings or property or where the hall is left in a poor state of cleanliness.. We suggest that you make payment with two cheques (payable to 'The Holy Name Church') – one of £50 for the deposit (which can be returned or destroyed) and the other for £75 to cover the hall hire.

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