

# ST MARK'S CHURCH HALL HOLBROOK

# (Appendix B)

Thank you for your enquiry about hiring our hall. Enclosed is a booking form and information about the conditions of hire. **Please do not confuse us with the larger North Heath Parish Hall which is situated next door in St Mark's Lane!** Our hall is attached to the church to the left of the church's front door. We are on the corner of North Heath Lane and St Mark's Lane, opposite the Sussex Barn/Flaming Grill restaurant and pub. For satnav users the post code for the church and the hall is RH12 5PU which will bring you to St Mark's Lane.

*Please note: all hirers undertaking activities including private parties where children under the age of 18 will be present must confirm on the booking form that they have either their own approved safeguarding policy with regard to the welfare of children or have read and subscribe to the Diocese of Chichester's safeguarding policy which is available for inspection on the church website ([www.stmarksholbrook.org.uk](http://www.stmarksholbrook.org.uk)) or by appointment in the church office.*

*Please also note that we do not hire the hall out to groups whose activities are not compatible with the Christian faith, such as yoga, kung-fu, tai-chi etc; Nor do we hire out for halloween-themed parties.*

Some Frequently Asked Questions:

## **How much does it cost to hire?**

The current charges are £12.50 per hour for non profit making organisations, e.g charities and private parties etc, and £15.00 per hour for commercial hirers.

New rates will come into effect on 1 April 2019: The hourly rate for non-commercial lettings will rise from £12.50 to £13.00 and the rate for commercial lettings will rise from £15.00 to £16.00. Where both the church and the church hall are hired together a rate of £25 per hour will apply.

## **Is a deposit required? How do I pay?**

No, you pay in full at the time of booking. Cheques should be made payable to "Holbrook PCC". Internet payments are preferred and may be made to sort code 60-11-17, account number 23271167; you may also pay by cash.

## **How big is it?**

The main hall is large enough to accommodate a function with either 40 seated round tables or 50 seated in theatre style rows. There are more than enough tables and chairs. Small chairs for very small children are kept in the storeroom off the entrance lobby.

## **Are there disabled facilities?**

Yes; the hall is accessible by wheelchair from the main car park and the small layby in front of the church. There is a toilet for disabled persons as well as two other toilets. There is a baby changing facility in the disabled toilet. **Soiled nappies must be taken away and not left in the toilet please.**

## **Is there a car park?**

Yes there is a large free car park adjacent to the hall off St Mark's Lane with two disabled parking spaces adjacent to the level footpath to the hall

## **Is there a kitchen?**

Yes, there is a kitchen equipped with crockery, cutlery, glasses, jugs etc; there is an oven and a microwave but no fridge. Hirers are responsible for the safe storage, handling and serving of food brought onto the premises. There is a serving hatch to the main hall.

There is a short cut access to the kitchen from the car park via the back door.

### **Is it suitable for children's parties?**

Yes, We have between 20 and 30 parties every year with many people returning year after year. There are lower tables and smaller chairs for children. There is no stage and the hall is not suitable for an indoor bouncy castle, though one could be used on the grass to the front of the hall.

### **Can I have a look at the inside?**

Yes; there are a couple of photos on our website, [www.stmarksholbrook.org.uk](http://www.stmarksholbrook.org.uk) - but if you want to have a look inside please ring the church office to make an appointment. This website tells you about the church as well.

### **I have decided to hire – what do I do next?**

Complete the application form and return it to the Church Office at the address shown with your payment. Contact the Office shortly before the hiring to arrange a mutually convenient time to collect the key. The key opens both the main door and the side door adjacent to the kitchen which will facilitate bringing supplies in from the car park.

### **What do I do afterwards?**

Tidy up please! Please leave the hall as you would want to find it; there are mops etc and a Hoover in the kitchen. **We don't have a rubbish collection so please take your rubbish away with you. Please think of the next people to use the hall and make sure that the table tops are cleaned before the tables are put away.** Make sure all the windows and doors are locked, taps and lights turned off, and return the key to the church office.

### **Anything else?**

You don't have to attend church to hire the hall, but we would be delighted to see you at either of our main Sunday services – 08.30 Holy Communion and 10.30 family worship with Sunday clubs for children and young people. Details of other services and activities can also be found on the church website and on the notice board in the church grounds.

[www.stmarksholbrook.org.uk](http://www.stmarksholbrook.org.uk)

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