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| **The Parish Church of St James****St. James’s Road, Hampton Hill, TW12 1DQParish Office 020 8941 6003 /** **office@stjames-hamptonhill.org.uk**[**www.stjames-hamptonhill.org.uk**](http://www.stjames-hamptonhill.org.uk) | SJLogo |

**Fitz Wygram Hall – Notes for Hirers**

 **Please take these notes with you to your function and use them as a checklist**

**Booking**

1. Please check that the premises meet your requirements before booking as the hall is hired ‘as found’.
2. When deciding your start and finish times please include time for setting up before your function starts and clearing up after it has finished. Please note that for evening functions the hall must be closed by 22:00 and any music turned off by 21:30.
3. The full hiring fee and the damage deposit of £50 must be paid before the booking is considered confirmed. The damage deposit may be paid in cash or by cheque. The hiring fee may be paid by cheque or by BACS with your surname as the reference:

*Bank name:* Santander
*A/C name:* PCC OF ST JAMES CHURCH

*Sort code:* 09 01 55
*A/C number:* 23968604

1. Subject to satisfactory compliance with the conditions of hire, the damage deposit made in cash will be returned after the function. A cheque will be shredded unless you request it be returned to you.

**Before your function** **– hall key**

1. The key opens the main door to the hall opposite the south porch (red door) of the church.
2. Please make arrangements with the church office to collect your key a few days prior to your booking as the hall is kept locked.
3. A key can be collected from the Parish Office by prior arrangement with the Parish Administrator (0208 941 6003). The office is usually open Monday, Wednesday and Friday mornings between 09:30 and 12:30 and Tuesday and Thursday afternoons between 12:30 and 15:30 but please check the church website (address above) first.

During your function

In the hall

1. Light switches for the ground floor are located in the corridor inside the main door, just inside the hall and near the entrance to the kitchen.
2. The main doors, being fire exit doors, must be kept unlocked while the building is occupied.
3. Please use the tables in the cupboards opposite the kitchen as required, and wipe clean and stow away after use. There are additional wooden trestle tables if requested in advance.
4. Children's tables are available and visible in the hall and should be returned there.
5. Please do not remove chairs and tables from the hall during your booking. The chairs are kept stacked in groups of about 5 in the area near the kitchen door. Children's chairs are also kept in the same area.
6. Sellotape or drawing pins must not be used, but Blu-Tak can be used sparingly on walls and woodwork as it can leave a mark on walls.
7. Toilet rolls, cleaning materials, etc. are stored in the cupboard under the stairs.
8. Please note the positions of the fire extinguishers (in the main hall, at foot of stairs and in the upstairs room), fire blanket and first aid kit (in kitchen).
9. The control box for the fire alarm is in the lobby at the bottom of the stairs. Do not touch this unless it goes off. Instructions are by it, in the kitchen and in the hall.
10. Please do not touch or move items that are covered as they belong to Hampton Hill Nursery who use the hall on weekdays during term time.

In the Kitchen

1. A First Aid box is situated on top of a cupboard.
2. Please bring your own tablecloths, tea towels, J cloths and bin liners.
3. There is plenty of crockery and cutlery.
4. Please do not use any consumables in the wall cupboards as they belong to different groups that use the hall regularly.

Outside

1. Please don’t walk on the artificial grass with high heels or stub out cigarettes on it.
2. Please be aware that the gate from the garden to the car park is not secure - it is **YOUR** responsibility to supervise children playing outside at all times.

Before you leave

Please note that the hall is hired 'as found'. Furniture and equipment found where it is not meant to be is likely to result in loss of deposit.

In the kitchen

1. Please leave the kitchen clean and tidy: wash up and put away all cutlery and crockery.
2. Please unplug the kettles and empty them.
3. Please close the serving hatch.
4. Please take your rubbish away with you: plastic bottles, cardboard and paper can be recycled in the bins in the car park.
5. Please remove all consumable items (food, drink, plastic cups etc).

In the hall

1. Please return chairs, tables and other equipment to their original places, and sweep obvious debris from the floor (sweeping tools in cupboard under stairs).
2. Please close all internal doors (to retard fire) and switch off all lights before you go. The entrance area has a security light which will remain on for a few minutes after you have left.
3. Please ‘double-lock’ the main door by turning the key.

**After the function**

1. No trailers are to be left outside the church or hall overnight without permission.
2. Please return the key by posting through the vicarage door in the tin provided if collected from the Parish Office or directly to the office.
3. Please notify any breakages to the Parish Office.

**THANK YOU!**