

Parish of St. Thomas Wells with the Horringtons

The Parish Office,
St. Thomas Street,
Wells, Somerset.
BA5 2UZ
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USE OF ST THOMAS'S CHURCH HALL

RE: BOOKING AGREEMENT (2023)

Bookings are provisional until receipt of payment, unless otherwise agreed.
(cheques payable to PCC St Thomas Church or apply to office for bank details for transfer)

Rental charges per session with effect from 1st January 2023

- One-off hire of hall (no concession) £55
- Children's parties £55
- Regular users of hall £43
- Church related hire of hall £25

The hall is let in three sessions per day:

Morning: 8.30am-12noon ~ Afternoon: 1pm-5.30pm ~ Evening: 6pm-10.30pm
There can be some flexibility with these session timings depending on other bookings.

We stick rigidly to the 10.30pm finish out of consideration for our neighbours.

The total number of people in the hall should not exceed 100.

Tables and chairs are stacked around the room, please replace them after use (do not stack chairs in front of radiators).

The kitchen is available for use. Cups, saucers and plates can be found in the cupboards. Tea towels are supplied. Any breakages or damages must be reported to the booking officer.

Please do not fix or adhere anything to the premises or any part of them except on one of the boards provided (if the PCC has given its permission so to do).

The church hall is not licensed premises. Alcohol may not be sold at any function unless the hirer obtains a temporary event notice (TEN) from Mendip District Council, then the church needs to be informed and to have a copy of the licence.

Please bring your own plastic sack (biodegradable if possible) and take away any non-recycled rubbish as we are unable to get everything in the church's bins.

We are delighted to be a part of the Plastic Free campaign and are committed to reducing the amount of plastic used. As such we would ask you to support us and do your bit by reducing the plastic you use in the hall and think "recycling"! Plastic items to consider finding an alternative for are: tablecloths, straws, plastic tableware and especially cling film (use foil). Anything you can do to reduce your carbon footprint and help us to be plastic free, would be much appreciated and there are recycling bins outside the kitchen for you to use.

Strictly NO bouncy castles or discos in the church hall.

All bookings and fee collection will be dealt with through St Thomas’s Parish Office. If you have any queries and cannot immediately speak to anyone on the office number please leave a message on the answerphone or email the office. We will attempt to answer all messages before the end of the day (Mon -Thurs only).

In case of emergency the caretaker, Tracey Baker, can be contacted on 01749 675199 or mobile 07788 596317.

Mrs Caroline Maycock
Parish Administrator for St Thomas’s Church

HIRE AGREEMENT FOR ST THOMAS’S CHURCH HALL

NAME OF HIRER:

**CONTACT DETAILS: PHONE:
EMAIL:**

DATE OF HIRE:

TIME YOU EXPECT TO ARRIVE:

TIME YOU EXPECT TO LEAVE:

PURPOSE OF HIRE:

COST OF HIRE: PLEASE INDICATE PAYMENT METHOD:

**The user hereby agrees to pay the Hire Charge
and observe the Conditions of Hire set out this in this letter.**

Signed..... Date

Please return a signed copy of agreement to St Thomas’s Parish office