

WEYBRIDGE CATHOLIC PARISH HALL
PORTMORE WAY, WEYBRIDGE KT13 8JD

Tel: 01932 842643 Email: parishpriest@cpp.org.uk Website: www.cpp.org.uk

RULES FOR USE OF THE HALL

The parish hall is only available for hire on Friday evenings, 6 - 11 pm, Saturdays between 9 am and 5.30 pm and Sunday afternoons from 1- 5.30 pm. Occasionally it may be possible to hire the hall for a short time on a Sunday evening.

The car park is a one-way system and all drivers should observe this.

Only guide dogs are permitted in the building.

Please familiarise yourselves with the fire regulations and be aware of the exits, which should not be blocked.

- 1. DEPOSITS, PAYMENT & BOOKINGS:** The name of the responsible person, who will be on site at all times during the period booked, must be stated at the time of booking the facilities. Provisional bookings may be made by telephone through the Parish Secretary. Booking forms can be downloaded from the website and returned, either by scanning and returning by email or sent directly to the parish office. Payment may also be made directly to the bank (details on the booking form). A cautionary deposit of £100 is also required and this will be returned by cheque after the hiring date. It is assumed that the user fully understands and accepts these requirements.
- 2. SESSION TIMEKEEPING:** Session times must be adhered to. Late vacation may result in retention of the deposit. Access to the hall will not normally be permitted prior to the session booked. It will be the responsibility of the user to ensure that a function ends in good time, so that clearing up may be completed before the end of the session.
- 3. EQUIPMENT:** Good care must be taken of all equipment and fittings. Any breakage or damage should be reported to the Parish Secretary.

Please do not leave food and drink in either of the fridges in the kitchen, if used. Please also take home with you any napkins, tablecloths or party items you may have brought with you and take down balloons, etc. which might have been put up.

All rubbish should be placed in the large bin outside the kitchen if there is space. Otherwise it must be removed from site. Any litter inside or out must be cleared away.

Bottles should be taken to a bottle bank (one is located in Weybridge library car park).

All chairs and tables are to be put away in the correct storage places.

SMOKING IS NOT PERMITTED

Liquid party poppers and the like are not permitted. Bouncy castles are also not permitted.

If you have any queries, please contact the Parish Secretary between 9 am - 1 pm, Monday to Thursday on 01932 842643 or via email (parishpriest@cpp.org.uk)