

WEYBRIDGE CATHOLIC PARISH HALL

CHURCH OF CHRIST THE PRINCE OF PEACE
PORTMORE WAY, WEYBRIDGE, SURREY KT13 8JD

Tel: 01932 842643 email: parishpriest@cyp.org.uk website: www.cyp.org.uk

RULES FOR USE OF THE HALL

**(PLEASE READ CAREFULLY, AS FAILURE TO COMPLY COULD
MEAN FORFEIT OF DEPOSIT)**

The Parish Hall is available for use by parish groups, private individuals and other groups. Teenage, 18th and 21st birthday evening parties are not allowed. A donation for the use of our facilities is anticipated. The Parish Secretary will advise users of an acceptable level of such donation.

As the Hall forms part of the Parish Centre, which includes the Church, Hall users are asked to note the proximity of the Church. Services in the Church, including funerals, must be respected and at such times children should not be running around the piazza.

Mass is celebrated in the Church on Saturday evenings at 6 pm. There is a lot of traffic between 5.30 and 7.15 pm. Parking can be a problem during this time and in order to make life easier for everyone, we would ask that on a Saturday afternoon your guests depart by 5.30 pm and for an evening function they do not arrive before 7.15 pm.

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. In case of smell of gas, please telephone the Emergency Gas line on 0800 111 9999.

1. AVAILABILITY

The Hall is available for booking for one or more of the sessions set out below:

Session One	9 am – 1 pm	Monday to Saturday
Session Two	1 pm – 6 pm	Monday to Friday & Sunday
	1 pm – 5.30 pm	Saturday
Session Three	6 pm – 11 pm	Monday to Thursday & Sunday
	6 pm – 11.30 pm	Friday & Saturday
	(Saturday – after 7.15 pm for guests)	

N.B. The large kitchen is shared with the school and is not available between 9 am and 2 pm, Monday to Friday, during school term time. There is a £30 charge for the use of the kitchen and parish equipment.

2. DEPOSITS, DONATIONS AND 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 or obtained from the Office and returned with the donation and also a £100 cautionary deposit. It is assumed that the user fully understands and accepts these requirements. The deposit, less deductions for any damage, nuisance, or late vacation at the end of the session, will be returned to the user following the function.

3. 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.

4. ALCOHOL CONSUMPTION

If alcoholic drinks are to be sold, the user is responsible for obtaining a Temporary Events Notice from Elmbridge Borough Council (after first checking with the Parish Office that this is acceptable, as the number of notices which can be applied for are limited for each year).

5. EQUIPMENT

Good care must be taken of all equipment and fittings. Any breakage or damage should be reported to the Parish Secretary. Equipment in the kitchen marked 'Private' belongs to the school and must not be used. All kitchen equipment must be left clean and in good order.

Please do not leave food and drink in the small kitchen or in the fridge in the large kitchen, if used. Please also take home with you any napkins, tablecloths and 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).

Upholstered chairs should only be used for adult events.

All chairs and tables are to be put away in the correct storage places. Green chairs must be stacked in piles of no more than eleven, with seats facing the wall, so that the trolley can be used to move them.

SMOKING IS NOT PERMITTED.

Liquid party poppers and the like are not permitted. Only small bouncy castles are allowed and a floor covering must be put down under the castle to prevent damage to the hall floor.

Prior permission must be obtained before putting up posters, etc. on the walls. Only masking tape may be used.

Drawing pins may only be used on notice boards.

If you have any queries, please contact the Parish Secretary between 9 am – 1 pm, Monday to Thursday, on 01932 842643.