



**Sleaford Parish Church**  
Marketplace, SLEAFORD, NG34 7SH  
Tel: 01529 413607  
office.stdenys1@bconnect.com  
Mon-Fri 9.30am – 11.30am

**Terms & Conditions of Hire:**

1. The exit doors are to be kept clear at all times.
2. If the kitchen is used, please supply own tea and coffee etc.
3. Tea towels are available to use. These must be left in the small white worktop bin.
4. No drawing pins or nails may be used in the woodwork or doors; or sticky tape on the walls.
5. No alterations or additions may be made to any equipment or fittings.
6. Any damaged caused by any means accidental or otherwise, must be paid for.
7. The property of any individual and organisation is left in the hall entirely at the owner's risk.
- 8. If the booking is cancelled a refund will be given but a 20% admin charge will apply.**
9. The use of Bouncy Castles is not permitted unless the hirer can provide evidence of 3rd party indemnity insurance (£2m) at least 5 days before the event.
  - Castles must be mains run only – not from a generator.
  - A charge may apply for electricity.

**Upon leaving the Hall:**

10. When leaving you are responsible for **closing windows and doors, turning off all taps, main hall heater and lights.**
11. Please check the toilets.
12. All tables and chairs must be stacked where they were found.
13. All users, please ensure door is **locked and secure**. Casual hirers, please post the key back through the letterbox ensuring it has gone right through to the basket below.
14. Chairs in the upper room are to be stacked no more than four high against the wall of the room.
15. The hall floor must be cleared of any crumbs or debris and the kitchen left clean (if used).
- 16. Rubbish must be placed in the bins provided. Please take larger items away with you.**

Whilst every effort will be made to retain the premises so that they are available on the date required, circumstances may arise where due to emergency or other unforeseen circumstances the use of the premises may be curtailed. In such circumstances a refund for that day will be made and the Vicar/Churchwardens/Parochial Church Council will not be responsible or liable for any loss arising as a result of the premises becoming unavailable.

**Signed:**

**Mobile phone number:**

**Representing:**

**Please return one copy to the Parish Office and retain a copy for reference**

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[www.sleafordparishchurch.co.uk](http://www.sleafordparishchurch.co.uk)  
Our privacy statement is available to view on the website

**In an emergency, please call one of the following numbers.**  
**07714 565678/ 07765 885003/07989**  
**993287/ 01529 304348**