

PARISH HALL CHARGES

Fees	NEW MILLS	MARPLE BRIDGE
Hall	Minimum charge of £40 for first two hours + £15 per hour thereafter + Caretaker fee £10	Minimum charge £20 for 2 hours + £10 per hour thereafter
Meeting Room/Old School	£20 for first two hours + £10.00 per hour thereafter + Caretaker fee £10	£20 for first two hours + £10.00 per hour thereafter

PARISH HALL BOOKING CONDITIONS

1. All bookings are to be made through the Parish Office. Booking forms are available at the back of church and on the website www.stmarysmarplebridge.org.uk or www.stmarysnewmills.org.uk
2. A responsible person must be appointed to ensure that **all areas** of the premises are cleared if there is a fire.
3. Under no circumstances may anything be used to attach anything to the walls, including nails, drawing pins and blue tack.
4. If the kitchen has been booked, please make sure that it is left in good condition.
5. **Under no circumstances may alcohol be sold on the premises.**
6. If you have booked Marple Bridge Parish Hall, please contact the office at least 48 hours before your booking to arrange to pick up the keys.
7. If you have booked New Mills Parish Hall, there is a fee for the caretaker to open and close the hall.
8. Cleaning materials are available in both halls. Please ensure that the floors are cleaned after use. **N.B. No water is to be used to clean the wooden floors.**
9. Times of booking to include any preparation and clearing away time needed.
10. No items are to be left in the hall/meeting room after conclusion of any events.
11. The building must only be used for events which are compatible with the building's ownership (the Catholic Church).
12. No bookings should be made to end after 11pm without prior arrangement with the parish office.
13. All users must agree to conditions at time of booking, fees to be paid to the Parish office in advance and a deposit should be paid for each event, which will be returned within 48 hours after satisfactory inspection. Any damage caused, or breakages must be paid for (at replacement cost), and will be deducted from the cash deposit.
14. Child Protection – the Parish of St. Mary's Marple Bridge and New Mills is committed to the welfare and safeguarding of all our children and young people as we follow child protection procedures based on the "Safe from Harm" guidelines. We expect all organisations booking these halls to operate to these same guidelines.