

Premises Hiring Agreement – Additional Information

Booking:

Contact the Parish Administrator to make a booking

By Phone: 020 8390 5121

By email: admin@stmatthewskt6.org

In person: St Matthew's Church, St Matthew's Avenue, Surbiton KT6 6JQ

Any bookings made will be provisional until a complete Premises Hiring Agreement is completed, signed and a cheque/cash is received to secure the booking.

Application Forms and a Copy of the Lettings Policy can be obtained from the Parish Office or the website – www.tolworthtm.org

The opening hours of the Parish Office are: Monday, Thursday and Friday, 9.00am – 12:00pm

Payments/Security Deposit/Cancellations:

Hiring of the premises incurs an hourly charge and the placement of a refundable security deposit of £50

Payments may be made by cash, cheque (made payable to St Matthew's PCC) or direct bank transfer (BACS):

Please insert details

No debit or credit card payment facility is available.

The payment in full must be paid at least **two weeks before the hiring takes place**. The PCC reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.

The security deposit is refundable subject to the conditions set out in the Letting Policy of The Parish Church of St Catherine and St Paul, Hoddesdon. Refunds will only be made by cheque, even if originally paid in cash. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to the Parish Administrator at the Parish Office. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given, the Hirer shall forfeit 20% of the hire fee.

Hire Rates (2013):

	General Hire	Regular daily/weekly hire	Private hire by Parish Church Members
Sitzler Room (max 60)	£20 per hour		Do we want to offer a discount to church members?
Chapel (max 15)	£14 per hour	Do we want a reduced regular hire terms?	
Church (max 200)	£70 per night		
Meeting Room 1 (max tbc)	£8 per hour		
Meeting Room 2 (max tbc)	£8 per hour		

Hall Facilities & Equipment

Sitzler Room: 6 small red folding tables
36 small Chairs (more chairs are available if required)
An upright piano (if required)

Kitchen: 2 kettles
gas cooker
Fridge
Crockery & Cutlery (upon request)

There is currently no disabled toilet/Baby Change Facilities.

Chapel: 8 long folding tables
10 small blue and green folding tables
30 chairs
20 small children's chairs (if required)

More tables and chairs can be provided if requested

Meeting Room 1: Chairs available
Various children's toys

Meeting Room 21: chairs available
1 small folding table