



All Saints Church

BOOKING GUIDELINES



BOOKING PROCEDURE

- To enquire about hall hire, please contact the Events Manager, Zorah Baig at events@all-saints.org.uk, Telephone 020 8 676 4550. The Events Manager will discuss the availability of the hall/s and arrange a viewing with you. For further details please go to www.all-saints.org.uk.
- Subject to hall availability, you will be sent a booking form to complete and return to the Events Manager. You will also be sent a copy of the terms and conditions, including our safeguarding policy for you to agree and abide by.
- Once the booking form has been returned, your invoice for the deposit payment will be issued. Once we have received the booking form, and the deposit payment has been made, your booking will be **confirmed by the Events Manager**.
- **Children's Parties** - Please note, for children's parties, we require **FULL PAYMENT** at the start of the booking, including a **£50.00 damage deposit** payment, which will be refunded once the booking is completed. Party slots are available on Saturdays only from 2pm onwards. Please note, **we do not have party slots available on Sundays**. A member of the bookings team will be onsite to give you access on the day.
- **Regular Hirers** – Once the booking has been agreed, we will issue you with a key fob to gain entry to the hall. Hirers will be invoiced for hall payments on a 4-weekly basis. At the start of the booking, we require a **£100.00 deposit**, which will be refunded once the booking ceases.
- The PCC (Parochial Church Council) reserves the right to decline bookings if they deem it unsuitable. References may also be required from other church communities prior to the booking.
- **Adult Social Parties** – All Saints West Dulwich **do not** accept bookings for adult social events, weddings receptions and baptism parties.
- **Concert Deposits** – Please refer to the Terms and Conditions for further details.
- **Cancellations** – Please see Terms and Conditions.
- **Rental rates**
The Events Manager will discuss the rental rates with the enquirer.

- **Location**

All Saints is based on Lovelace Road SE21 8JY. For journey information, enter your location at <https://tfl.gov.uk/>.

The following transport lines have routes that pass near All Saints.

- **Bus:** 201, 3, 468, P13.

- **Train :** Southern (West Dulwich), Thameslink (Tulse Hill).

- **Smoking**

The PCC adopts a strict no smoking policy in all areas of the Church Building and requires Hirers and their Users to do the same.

- **Parking**

The Church has **no** on site parking facilities, but there is plenty free on-street parking on Lovelace Road and the neighbouring roads.

- **Safeguarding**

The Hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring. Our safeguarding policy is on a separate link. If you are an organisation, please supply us with a copy of your safeguarding policy.

- **Conditions of Hire**

Please read the separate Terms and Conditions for further details.

- **THINGS TO REMEMBER**

Please remember the parish halls is a shared space amongst community groups and worshippers. When setting up the hall, please remember to ensure that you:

- Leave the halls in a tidy state, removing all food and drinks and placing them in the waste/ recycling bins.
- Floor surfaces must be kept clean, swept, and uncluttered in preparation for the next hirer.
- Wipe down surfaces including any spillages.
- Ensure that doors are secured and locked.
- Please ensure that no-one has left their personal belongings behind.
- Make sure all lights are switched **off**.
- No nappies are to be placed in bins. Please take them home.
- Children under the age of 16 must not be left unsupervised in the kitchen.
- Tables and chairs must be removed and returned to the storeroom.
- Drunken behaviour, smoking and the taking of illicit drugs is not permitted on the church premises.
- If you are an organisation, please supply us with a copy of your health and safety policy.