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**St Mark's Church (Barnet Vale)**
**Churchwarden, C/O The Vicarage, 56 Potters Road, Barnet, Herts, EN5 5HY**

## Terms and Conditions
## St Mark's Church Hall Barnet Vale

## One-Off Bookings

**Please read and adhere to the following terms and conditions of hire of the Church Hall complex.**

## Booking Conditions and Information:

- **Bookings should be made, where at all possible, at least 2 (two) weeks in advance.**
- **In the event of a short notice booking being made with less than 2 (two) weeks' notice, the FULL Hire charge will be due immediately on booking.**
- **Bookings are made through the Hall Bookings Team for one-off events either by email or by calling the advertised bookings number.**
- **Minimum booking period is 1 hour.**
- **For Parties of any type, the current charge rate for the year will apply per hour for every hour or part thereof hired. The charge year runs from January to December inclusive and including use of the kitchen. The whole venue is charged for parties as usually both Halls are hired.**
- **For Meetings, it is possible to hire one Hall charged at the Meetings or current regular rate per hour, but if both Halls are required, they will be charged accordingly. These rates include use of the kitchen. If one Hall is booked, it will be partitioned to enable booking of the other Hall.**

- **For Weddings, Wakes and larger Functions etc inclusive of use of the kitchen, please ask for the current rates.**
- **Hire charge is calculated for the entire duration of your event including set up and clearing away time.**
- **On bank holidays there will be an extra flat rate charge of £10 and an additional charge on New Year's Eve after 12am till 1am on New Year's Day.**
- **Maximum capacity 70 people seated, 100 people standing.**
- **Dimensions of the halls:**
    - **2 hall areas 5.18m x 7.31m (17ft x 24ft).**
    - **Central vestibule area 4.57m x 3.65m (15ft x 12ft).**
    - **Maximum height for bouncy castles etc. 2.59m (8ft 6in).**
- **Extra time before and after the event to set-up/clear away is recommended and should be allowed for in your booking request when making your booking.**
- **A deposit may be requested, and if so is payable on confirming the booking via the booking email sent with the booking instructions. Weekend and evening parties require a £100 deposit which may be refunded in part, full or fully retained following inspection of the condition after Hirer use by the Site Manager. Refunds of deposits may take up to10 working days to process. A deposit request is discretionary depending on the event being booked.**
- **The Booking Hire Fee must be paid no later than two weeks prior to the event, or in full if booking less than two weeks prior to the date of the event.**
- **Non-payment will indicate cancellation of your booking and your deposit will be retained.**
- **If you need to cancel your booking for any reason, this must be done through the One-Off Bookings Team at the earliest opportunity to allow for rebooking. Cancellations made less than 72 hours before a booked event will incur a charge of 25% of the Hire Fee. Cancellations made less than 48 hours but more than 24 hours before a booked event will incur a charge of 50% of the Hire Fee. Cancellations made less than 24 hours before a booked event will incur a charge of 100% of the Hire Fee. The deposit will also be retained in the event we cannot relet the venue at such short notice, or we are not advised of a cancellation. We will otherwise refund the deposit.**
- **The Hall must be vacated by 11pm Monday – Saturday and 10pm Sunday. This includes clearing away after the event.**

## Hall Conditions Of Use:

- The Hall's floors must be left as found.
- Broom, dustpan and brush, mops and hoover are kept in the cleaning store for your use.
- If there are spillages and/or mud on the floor these should be cleaned using the mops and/or floor wipes provided.
- The kitchen must be left as it was found.
- All damages/breakages will be charged at replacement costs including labour where appropriate. Costs will be Invoiced separately and must be paid within 7 days. You agree to be invoiced and pay the additional as part of these terms. We reserve the right to refuse future bookings where these are not met.
- Any Church Hall crockery/cutlery used must be washed up and put away, although, we advise you to bring your own plates, cutlery and cups/glasses for your guests if possible as the Hall's kitchen resources are limited.
- Bin liners and washing up liquid are provided. Tea towels are not provided. We recommend you bring your own.
- All rubbish to be disposed of in the bins in the Bin Store located outside the Hall Fire Escape.
- Gas cylinders used at parties to inflate balloons (e.g. helium or any other type) MUST BE REMOVED at the end of the event by the Hirer. FAILURE TO COMPLY will result in a charge for disposal being made.
- The Fire Exit must be kept clear at all times. The Fire Exit door must be firmly secured shut before leaving if you have been given self-access to the building.
- No black soled training shoes or stiletto heels to be worn in the Hall as these leave black scuff marks on the floor.
- No blue-tac or Sellotape to be used to hang decorations on paint work - there are white plastic hooks on the walls for you to hang decorations from.
- No ball games to be played inside the Hall.
- NO SMOKING IN ANY PART OF THE HALL BUILDING.
- There is limited parking in bays adjacent to the Hall.
- PLEASE DO NOT PARK ON PEARSON CLOSE – IT IS A PRIVATE ROAD.
  OTHER LOCAL ROADS ARE AVAILABLE FOR FREE PARKING NEARBY.

- **Child Safety: The DCC (District Church Council) conforms to the Home Office document "SAFE FROM HARM". All those using the halls are expected to be familiar with this document and to follow the code of practice.**
- **SELF ACCESS PERMISSION – The Hall Management Team may allow some Hirers to self access the Hall via a key box. If Hirers are given this permission there are extra conditions to comply with. These will be notified to you if you are granted self access.**
- **The DCC does not accept liability for damage or loss to personal property or personal injury not caused by negligence of the DCC. Hirers are advised to have their own Public Liability Insurance to cover the event being organised**

**Terms and Conditions revised v2.2 28/08/2025**
**Previous revision v2.1 dated 26/09/2024**
**Previous revision v2.0 dated 29/04/2024**