



LETTING APPLICATION FORM SMALL HALL (FIRST FLOOR) BOOKINGS

DATE OF EVENT:			
NAME:		PHONE:	
ADDRESS:			
E-MAIL:			

EVENT NAME / ACTIVITY:		APPROX NUMBER OF GUESTS:	
We have childrens (3-7 years) tables and chairs, for childrens parties please indicate numbers :		SMALL CHAIRS	LARGE / ADULT
Letting slot time:			

Signature _____ **Date** _____

Completion of this form indicates acceptance of our standard booking terms which are available on the website.

Your information will be processed only for the booking of this event.

We may wish to contact you about future events at the church. If you do not wish to be contacted please tick:

1) CHARGES / DEPOSIT / PROVISIONAL BOOKINGS

A non-returnable deposit of 1/3 of the price will be the booking, balance due before the event. Provisional bookings for children's parties will be held for 3 days, functions and events for 7 days. Payment by cash, card in person or by phone, bank transfer or cheque made payable to Westbourne Grove Church.

2) CHURCH RECEPTION / EVENT STAFF

The church will provide a receptionist. The building user is responsible for door management, setup, cleanup, etc (unless these services are booked or included). Staff will provide general assistance with setup where possible. Tables and chairs will be provided in the room for you to setup as you wish.

3) DECORATION AND EQUIPMENT

PAINTWORK: Strictly no sellotape or sticky pads on wall paintwork. Blue tack may be used. Tape can be used on bare or painted wood. There are fixing hooks in the overhangs in the main hall.

TABLES AND TABLECLOTHS: On the wooden table tops please do not use drawing pins or staples. On all tables please do not use double sided sticky tape to fix covers, it can be very difficult to remove.

Damage that occurs to the finishes from these causes will be charged for.

4) ROOM USE

The nursery (5x7metres) is hard floored and suitable for children's food and drink and messy activities for up to 32 children. The small hall (7x9metres) is carpeted. Please don't serve children's food and drink there. Messy activities in this room will need floor protection, please make arrangements. Small hall maximum capacity is 60 with loose chairs, 100with partition open. For larger numbers book the main hall downstairs.

5) KITCHEN / CATERING

The kitchen includes a continuous hot water boiler, fridge, microwave cooker, small oven and 2 ring hob. The first floor suite is not suitable for event catering due to the carpeted floor and limited kitchen. Generally cold food, or small amounts of food which can be reheated in the microwave or small oven, are suitable. Unsuitable for feeding children (except party food in the crèche), sticky or sloppy food, pans which need heating on a hob, or catering burners. For those items please book the main hall.

6) DRINKS Alcohol may be served. Alcohol must not be provided to children. Sale of alcohol requires a temporary event license which you must obtain from Westminster council and copy to the church 10 days in advance of the event. We cannot allow sale without a licence.

7) SOUND LEVELS

******* THE SMALL HALL IS NOT SUITABLE FOR LOUD MUSIC *******

Small Hall sound levels are limited to 87dBA. Room speakers with built in sound limiting can be provided. A small stand alone PA box with radio mike and CD player is available. External PA may not be brought in, except childrens' party entertainer amplifiers (no more than 100 Watts). Portable music players can be used. A sound level monitor can be provided to indicate when the limit is reached. If noise levels are not controlled after warning, music players may be shut off at our discretion.

8) CLEARUP We keep our rates for community use low because users do their own setup and cleanup. Please respect this by cleaning up, hoovering and replacing furniture thoroughly. Please empty the bins in the nursery and kitchen if necessary, and leave fresh bags in them. Black rubbish bags which will be supplied.

If undue cleanup has to be done after you leave, a surcharge up to £40/hour (£100 max) may be made.

9) SECURITY The church is often open to the public so you need to consider access/security at your event. Take care of personal belongings. Unsupervised items easily go missing or get misplaced.

10) OTHER – The church is a Christian community, please ensure event content is suitable and do not include content from other religions. No naked flames, candles, flares or sparklers (except children's entertainers and birthday candles).

RESOURCES AVAILABLE: See website for catering and technical options.