

ST. GEORGE'S
CHURCH
MADRID



St. George's Anglican Church- Conditions for the use of Hall

Applications

All applications for the use of the premises must be in writing on the printed form and forwarded on completion to the Church Office Secretary at St. George's Church Office. The person by whom the application form is signed shall be considered the User. (Where a promoting Organisation is named, that Organisation also shall be considered the User, and shall be jointly and severally liable hereon with the person who signs the form.) The following information needs to be specified in the application: specific time for use (including preparation, tidying up and cleaning time), children's age (in case of birthdays, baptisms, communions, etc.)

Charges

All charges related to the use for a single event must be paid when the keys are collected. In the case of regular weekly or monthly use, payment will be made by prior arrangement. Deposits A deposit is requested to ensure confirmation of the booking. The deposit will be 100 € and should be paid within two weeks from the date of booking. The deposit will be paid back upon the return of the keys not later than 2 months from the date of the event to avoid losing your deposit. If the premises are found to be in unsatisfactory conditions after the event and the cost of cleaning or damage exceeds the deposit, the User will be liable for those extra costs. If the premises are found to be in a satisfactory condition after the event, the Church Office Secretary will return the deposit to the User. If the hall is left in an unsatisfactory condition, some or all of the deposit will not be refunded.

Cancellations

An event can be cancelled up to 3 weeks prior to the date of the event; in case of cancellation notified less than 3 weeks in advance, the deposit will be lost.

Hall Management

A contact number will be provided for the Church Office Secretary, contact should be made regarding Opening & Closing of the Hall. The User is expected to leave the facilities in a reasonable condition after use. Please be mindful that the hall is in constant use, and we appreciate everyone leaving the facilities as clean as possible. If needed, there are brooms and mops in the cleaning closet.

NOTE: Parties & Events will be expected to remove their rubbish from the Hall, unless other arrangements are made with the Church Office Secretary. Children should be overseen all the time while they play in the Patio, do not allow them to get close to the Church's doors and rest of buildings and please ensure they do not kick the doors.

Prohibitions

- Smoking in the Hall is forbidden.
- In order to protect the wall paint, please do NOT stick balloons or other type of decoration directly on to the walls. Pins on the walls are also forbidden.
- It is prohibited to hang things on the nails.
- The wood tables inside the Hall cannot be taken outside. They should be covered by a tablecloth, which can be found in one of the kitchen's cupboard, before using it.
- Prohibited items: confetti, microphones, Karaoke, bouncy castles, disco lights, animals, etc. In case of entertainers please keep in mind that it is a residential area and the noise level cannot pass over the limit stipulated in the European legislation which is: 65 decibels during day and 55 decibel during night.

NOTE: In signing these conditions of use I agree to bind myself (and/or the group I sign on behalf of) to the above conditions and in the case of regular Users, the attached letter showing the dates of use for the period of this contract.

Date _____ Signature _____

On Behalf (Group) _____