

# ST. ANNE'S HALL, BABBACOMBE

## Hire Charges

Hall

Morning (9am to 12.30pm) £23

Afternoon (1pm to 6pm) £25

Evening (6.30pm to 11.30pm) £30

Committee Room £12 per session

Kitchen £5 per booking

These prices include water, heating and lighting

Flip charts and display board can be hired for a nominal charge.

## Payments

Payments for one off events must be made prior to the event. Regular booking should pay monthly or as arranged.

### Payment Details

Barclays

Sort Code: 20-60-88

Account No: 80162140

Or makes cheques payable to St Anne's Hall Babbacombe Ltd and send to Sarah Hawkins, 33 Summerfield Road, Shiphay, TORQUAY. TQ2 7DL

If paying by cash please ensure your payment is in a clearly marked envelope with your name and what the payment is for.

## Booking Conditions

1. Fire Exits in the hall must be noted before use and fire exits shown to all helpers
2. Fire Exits must be left secured and unobstructed
3. Kitchen (if used)
  - Please leave clean and tidy
  - No food left in fridge
  - All crockery and cutlery to be washed and returned to cupboards
  - All rubbish to be taken away
  - Please bring your own tea towels/washing up items
  - Please ensure all appliances are switched off when you leave
4. When you leave
  - Lights and other appliances to be switched off
  - Tables and Chairs to be cleaned as necessary and put away as found
  - Floor to be swept and any spills to be mopped up
  - Ensure everyone has left the building. Check toilets, kitchen and stage
  - Windows and doors to be closed
5. Hirers of the Hall are liable for the cost of any repairs to damage that occurs during their events and must telephone 01803 614477 to report any damage as soon as possible.
6. Group hirers must take out their own insurance to cover their activity during the occupancy of the hall. (This does not apply to individual hirers)
7. No notices must be stuck to any doors or walls by any means. Nothing to be stuck to the floor
8. Keys must be returned to the agreed place
9. Please ensure that no one interferes with the lift for the disabled. This lift is for people and must not be used to transport goods
10. No stiletto heels as it damages the floor
11. Do not allow children play on the stage or run on the chairs