

Thank you for asking about
Hiring St. Paul's
Community Hall,
Westham, Weymouth



This leaflet attempts to answer
some of the questions you may have

NOW WITH EXTRA PARKING

Facilities available -

Hall (about 105 square metres)
with tables and chairs.

Committee Room (about 17 square
metres).

Kitchen (industrial cooker, industrial
dishwasher, large fridge, freezer,
cutlery, glassware, crockery, etc).

Toilets including easy access
and baby changing facility.



Access – there is easy access to the parish centre, which has wide doors and is on one level.

No smoking - policy throughout building.

Storage – we are sorry that we are not able to offer much storage space, although some boxes may be stored at your own risk.

Price

Hall £15 per hour

£30 for a party lasting up to 3 hours in total (and £5 extra to cover electricity if you have organised a children's disco or a Bouncy Castle)

£40 for a party using the cooker in the kitchen

Committee Room £10 per hour.

The trustees are prepared to review and discount hiring charges for charities or special cases or 'long term' lets.

The administrator can ask the trustees for a decision.

Payment

We accept cash or cheque (please make cheques payable to the 'Trustees of St.Paul's Church Hall').

Rubbish - Please use the black bags provided and take your rubbish home with you. We no longer have the facility to dispose of your rubbish for you.

A broom, dustpan and brush are available in the cupboard first door on the left as you approach the hall.

Booking deposit - For 'one off' hall lets we ask for a £10 non-returnable deposit at the time of booking. The balance is payable in the week before the date of hire.

Deposit - The trustees may ask for a deposit which is returnable if we do not have to pay a cleaner.

Noise – the hall is in a residential area and we ask users to remember this. We allow discos only for children's afternoon or early-evening children's parties. No other discos.

Security – when you vacate the premises please check all windows are closed, the cooker and dishwasher are off, lights are turned off and please make sure the external door with the combination lock and the outer porch door are securely closed.

Variation – very occasionally we have to inform 'long term' hirers that we are not able to accommodate them on a particular occasion if we need to use the hall for a church function. We do this in writing as soon as we know.

Equipment – such as flipchart, screen, OHP, etc is available for users.

Parking – there is parking outside the hall (including provision for disabled access). Parking on surrounding roads is free. There are no parking restrictions now on the far side of Abbotsbury Road.

Other users - If you agree to hire hall, committee room or church we advise you that there may be other people on site who may also need to use the kitchen facilities. If your hire needs sole use of the kitchen, please check with the parish administrator that this is possible. Thank you.

Hiring the hall does not mean exclusive use of the car park. There may be other hall, committee room or church users.

'Safe From Harm' – the diocese of Salisbury asks us to offer one-off hirers with a copy of guidelines for child protection and/ or vulnerable adult issues and to check that long-term lets have a policy of their own if this is appropriate.

We are unable to accommodate – Wedding receptions and evening parties.

Please - no stiletto heels.

Please leave the parish centre in the condition in which you would like to find it. Thank you.

More information / how to book:

Parish Centre Office,
58 Abbotsbury Road,
Weymouth, Dorset DT4 0BJ
email: stpweymouth@gmail.com
☎ 01305 771217

In a case of real emergency ☎ 01305 835665 or 777920

Where to pay:

Please put money through the letterbox in the front door of St.Paul's Vicarage, next to the church (number 58 Abbotsbury Road).



December 2013