

ST MARK'S CHURCH HALL INFORMATION

Thank you for enquiring about hiring St Mark's Church Hall. It is a hall based at the heart of the community of NW8 and W9, used by a huge number and variety of community groups 7 days a week.

Some practical information about the space:

- Approx 60 x 30 Feet Hall
- Kitchen with Single cooker, Fridge Freezer, 2 large work tops, large sink & drainer
- Hatch to serve from Kitchen to Hall
- 18 'Go-Pack' Tables – seating 6 comfortably
- 5 Small children's tables
- 5 low children's benches
- 50+ folding chairs
- Toilet facilities – Ladies, Gents & disabled
- Grand piano – not in great condition!

If you wish to hire the hall you need to read and sign our Terms and Conditions form which is available from the Administrator. A refundable deposit of £100 (preferably cheque) and payment for the hall hire (£35 per hour) should be sent to The Administrator, **114 Hamilton Terrace, London NW8 9UT**.

As the Hall is based in a residential area we are forced to comply with Local Authority rules about Health and Safety and Public Nuisance Act. To this end, all events should finish around 10pm and NO amplified music is permitted.

Tidying Up: We hope that you find the hall in good condition at the start of your event and that you leave it in the way that you would wish to find it! We ask that when you hire the hall you bring a couple of bin bags and take your rubbish to the bins at the entrance of the Church Gardens.

Basic cleaning materials for the Kitchen are found by the sink. Please ensure any food spillages are properly cleared up, especially on the wooden floor which is very expensive to repair.

As you leave, please make sure taps and lights are off.

We hope you have a successful event.

Many thanks.

The Administrator