

St Mary Magdalen's Church, Coldean

CHURCH & COMMUNITY HALL: GENERAL INFORMATION

To make a booking at St Mary Magdalen Church and Hall:

1. Read the documents: Terms and Conditions of Hire and Hire Charges.
2. Go to the calendar page. Check availability. Click on New Booking and fill in the form.

Note: If you have any queries, please contact the Administrator at revbetsy@btinternet.com

Please observe the following points as it will help you and the unpaid volunteers who run the Hall.

- Please ensure you have booked enough time to set up at the beginning and clearing up after your event.
- Please ensure you have downloaded and completed the Risk Assessment form – emailing a copy to revbetsy@btinternet.com.
- Please make sure that your booking form and cheque is with the Administrator by the weekend before your event as the bookings are confirmed online and sent to the Treasurer and Caretaker early on Monday mornings.
- If you have an alcohol licence form that must be signed off by the Management Committee please ensure the Administrator receives the paperwork before the Committee meeting which is usually held on the first Monday of every month.
- Please read through the "Terms and Conditions of Hire" and arrange key pick up and return with Administrator.

If you have any further questions, please get in touch.

Thank you.

St Mary Magdalen Church and Hall Administrator Tel:
07842608911