The Parish Office of
St. Stephen's Church, Lansdown and
St. Mary's Church, Charlcombe
Lansdown Road, BATH BA1 5SX
Tel: 01225-420946
E-mail: office@ststephensbath.org.uk
www.ststephensbath.org.uk

Check List for Party Bookings and Events

Your booking

Name / Organisation:

Date of event:

Booking time:
(includes time to set up and clear away)

Location/Room: Centre, Foyer, Church

Dear

Please note that

- St Stephen's Church, Foyer, and Centre are non-smoking venues.
- No naked flames or candles are allowed in the Centre, Foyer, Tower room, and Gallery.
- At key collection or earlier viewing of the premises the administrator notified you about
  - the areas of venue to be used,
  - the areas out of bounds,
  - the fire exits and procedures inc. muster points.
- The premises must be left by 12 midnight, please allow sufficient time to clear and clean up.
- Music must end at 11.30pm at the latest to keep noise nuisance to the neighbourhood at a minimum, take extra care please when leaving the venue late.
- Your event must be held indoors and must not proceed to the grounds around the church and the pavement.
- Your booking time must include time for setting up & clearing away. For children's parties in the Centre, the minimum period of booking is three hours to allow for setting up and clearing away/cleaning.

After your event we would like you to check and action the following points:

P.t.o.

Check List for After Your Event

1	Is the **kitchen/serving area** clean & tidy and ready for the next booking?	
2	Are the **sinks** drained and cleaned?	
3	Was there any **breakage or damage** noticed? Please state on this form or enter in log book in cleaning cupboard; there may be a charge.	
4	Are the **china, cutlery, pots** etc. you have used clean?	
5	Have the **rubbish** bins been emptied and have bin liners been replaced?	
6	Please take your **rubbish, bottles and cardboard** with you.	
7	Are the **floors** hoovered and mopped, and **carpets** hoovered?	
8	Are all **heaters, the fan heater (Centre hall)**, **taps** and **lights** turned off?	
9	Are the **toilets** and the **disabled toilet** in the Centre left clean & tidy (i.e. no green paper towels in the loos and on the floor, toilets flushed and cleaned)? Are all **lights & taps turned off in all toilets and the disabled toilet?**	
10	Are all **tables** and additional **chairs** returned to the back arches? Please do not stack chairs higher than four in the hall.	
11	Are the **lights turned off in the back arches**?	
12	Please make sure that <u>all doors are locked and bolted</u> before you leave. Please lock **all locks on the glass doors and on the main door** and **both lockable bolts** on the left hand side if you have opened the doors fully. Please put your **keys and check list** through the letterbox.	

Thank you for booking with us and we hope you enjoyed your event and the venue.

Is there anything you would like us to know?
Please note your comment(s) here for us: