

St Bernard's Hall Facility

Parish of
East Grinstead
& Lingfield



Description: An integrated heated building containing, Foyer, Hall, fully equipped Kitchen, WiFi, portable TV monitor, toilets male, female, disabled.

Ease of access: All areas are at ground level with no steps or ramps from the car park, (15 spaces). Please observe marked bays.

Purpose: This excellent facility is intended to be used for the benefit of the entire Parish and for hire by third parties.

Usage: It is maintained as an unencumbered presentable multi-use space.

1. Nothing may be fixed to the walls please. (e.g. Notices, advertising or equipment)
2. Equipment etc supporting an event must be removed after the event.
3. A standard 4 Table (brown tables) 16 Chair layout is maintained for meetings and gatherings. After any event this layout should be reinstated please.

Booking:

- Any usage should be pre-booked by email. In cold weather heating should be requested.

To Book, contact, Mike Goodwin Londesborough@compuserve.com.

- Once a booking has been confirmed by email, it will not be re-allocated.

- Bookings can be made by any member of the Parish for Parish purposes free of charge.
- In the event the facility is required for a private function, an hourly rate will apply. Currently £17.00/hr. Including use of all facilities.
- Bookings for hire will require a signed agreement with a refundable deposit (currently £100) to cover the cost of damage/breakage.
- Hire charges will be subject to revision from time to time but will remain fixed for a pre-booked event.
- Hire bookings cannot be made more than three months ahead of an event unless special circumstances have been agreed with the nominated booking person. e.g. Catechetical Courses,

Please note: Bookings will not be accepted that do not reflect the dignity of a church premises.