

Hiring of Holy Family Parish Hall

1. Contact the parish office by email - addestone@abdiocese.org.uk or phone 01932 848616 to check availability.
2. Once the date and time have been confirmed by our office, complete the hire contract which will be sent to you by email from the office. This must be returned to the office either by email or put in the post-box at the side of the Church. (post box is just before you enter the driveway to the Presbytery House, not the house letterbox).
3. To secure your booking we require a £50 refundable deposit, paid either by cash or preferably cheque. Not to be paid directly into the bank account. This can be dropped off at same time as contract for hire.
4. A bank transfer should then be made for the cost of hire. (Bank details are on the contract. Please do not bank transfer the deposit. Ref. should be 'Your surname / hall hire'.
5. Collection of the key from the Parish office during office hours can be made by arrangement a couple of days beforehand.
6. After the hire and once the hall has been checked to have been left clean and tidy, all rubbish has been disposed of and it's left as it was found, the refundable deposit can be picked up during office hours.

Hire charges are £25 per hour. Please note the hall is only hired by the hour. Please ensure you allow time to set up, clean and tidy the area in your hire time.

The hire of the hall on Saturdays will terminate at 17.00 hours, all other days will terminate at 20.00 hours.