



# The New Testament Gospel Church

1A LIFFLER ROAD, PLUMSTEAD, LONDON SE18 1AU  
TELEPHONE: 02083170611 WEBSITE: [www.ntgc.org.uk](http://www.ntgc.org.uk)

## APPLICATION FOR HIRE OF HALL

I.....

of (Address).....

Tel..... (Mobile).....

Email.....

Hereby make an application to the NTGC Committee for the hire of the Hall for the purpose of.....

From..... am/pm to..... am/pm. Date of hire:.....

I hereby agree to pay the sum of £..... together with a deposit of £..... which will be held by the Committee for a period of up to fourteen days after the date of hire. Deposit with duly filled application form needs to be submitted no later than 10 days prior to the date of hire to secure the hall.

- (Hire for Small Halls: £35/hour. Hire for main auditorium: £60/hour).  
The deposit for small halls is £150 and for the main auditorium is £300.**
- Please indicate with a tick your hall preference:**
- Small Hall (Ground floor)..... (Upper floor)..... (Main Auditorium).....**

### TERMS AND CONDITIONS OF HIRE

1. That the premises are used in an orderly manner, without causing disturbance to tenants/residents living nearby during arrival, in the course of the event or on departure.
2. That all areas used by the hirer are clean, swept and all rubbish deposited in the receptacles provided. Except in the case of hire for meetings, a charge of £25 will be made for the Hall, kitchen and toilets to be mopped and fully cleaned.
3. That the function must cease promptly at the agreed time and the premises vacated by that time.
4. That the maximum number of persons permitted on the premises (60 small halls and 200 main auditorium) must not be exceeded,
5. The hirer is responsible for any article or equipment belonging to the NTGC that is lost, stolen or damaged during the period of hire.
6. The hirer will be responsible for the replacement cost or repair of any article or equipment lost, stolen or damaged
7. The hirer is responsible for obtaining any occasional licence that may be required and must seek the permission of the Committee prior to making any such application.
8. The hirer is responsible for keeping fire exits clear and ensuring that fire fighting equipment is only used for the purpose for which it was designed for.
9. That the hall is only used for the purposes for which it has been hired and that no-smoking and no-alcohol consumption policy be observed while in the premises.
10. In the event of a cancellation, the hirer will be responsible for the full fee unless a minimum of seven days notice is given to the Committee.

**Failure to comply with these conditions may result in the loss of some or all of your deposit. DEPOSIT PAID: £.....**