**ST MARY’S FAMILY CENTRE BOOKING FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR FULL NAME / company/organisation** | |  | |
| **YOUR FULL POSTAL ADDRESS:** | |  | |
| **PHONE NUMBER(s)** | |  | |
| **EMAIL ADDRESS:** |  | | |
| **AGREED COST OF HIRE** | |  | |
| **REASON FOR HIRING THE HALL:** | |  | |
| **DATE OF HALL HIRE** | |  | |
| **TIME OF HIRING THE HALL: Including setting up and packing away** (Please note if entertainment is booked these will only have access to the hall **within** these times) | | | **Opening:**  **Closing:** |
| **Notes: Describe any particular items of use e.g. Bouncy Castle, Kitchen, garden etc**  **There will be animator, please let me know if there re any curtains to cover the windows**  **Key holder/access To be arranged** | | | |

**TERMS & CONDITIONS OF HIRE (attached) – Please read and by signing this document you agree to these terms and conditions.**

**PLEASE LEAVE THE CHURCH BUILDING AND KITCHEN IN A CLEAN AND TIDY CONDITION FOR THE NEXT GROUP – Thank You**

**I/We undertake on behalf of the hiring organisation to abide by the Terms & Conditions of Hire.**

**Please date, sign and return to the Parish Office either by post or email.**

**Payment Methods:**

**CASH:** By arrangement only

**BACS:** **HSBC – 104 Front Street, Arnold, Nottingham, NG5 7EG**

**A/C Name: St Mary’s Church Arnold. A/C Number: 30724777 S/C: 40-08-46**

**Booking/Payment Ref: FCKM23082019**

*Please write the transaction code for payment here or send by email:*

**CHEQUES:** Please made cheques payable to **‘St Marys’ Church Arnold’**

**Signed Date**

**TERMS AND CONDITIONS OF HIRE**

***FEES - Unless otherwise agreed:***

* + *Payment is in advance on booking and calculated in accordance with the hours stated on the booking form. Costs of hire are by agreement as each booking varies as to facilities, length of booking etc.*
  + *A non-refundable £20 or 20% deposit (which ever is the greater) for booking paid in advance will secure the booking with the balance paid 4 weeks prior to the date of hire. Any bookings made within 4 weeks of the requested date must be paid in full. Cancellations before 2 weeks of the booked date will be refunded less the deposit. Cancellations within 2 weeks of the booked date 50% of the hire will be refunded.*
  + *Bookings that are made for weekly events a 2-week advance payment will be made and further payments will effectively be pre-payment of the hall until a 2-week notice is given for cease of hire by either party.*
  + *Booking fees are non-refundable if less than 7 days’ notice is given.*
* The Car Park by the Family Centre is for St Mary’s staff, the turn can be used for loading and unloading only.
* All meetings must close, and the premises cleared and tidied by 10.30pm, unless otherwise agreed.
* If the kitchen is used, the hirer must wash up and take away from the site all rubbish and leave the premises in the condition in which they found it, with appliances turned off (EXCEPT THE FRIDGE).
* Any damage done to the property, fittings, fixtures, cutlery, crockery, glass or any other equipment or any claim made by a third party for bodily injury or damage must be reported to the Parish Office and paid for.
* All hirers must ensure that all fire exits remain clear and all exit routes left unobstructed and someone should be appointed to oversee and carry out all safety matters throughout the period of hire of the Family Centre.
* Smoking is not allowed on any St Mary’s premises.
* **All nappies, wet wipes, baby wipes, sanitary waste must be put into the allocated bins** to avoid expensive repairs which maybe passed on to those using the Family Centre.
* Subletting is not allowed.
* Please read and sign the attached:
  + Privacy Notice and Consent Form. This is to ensure compliance to the Data Protection legislation that is now in place. Records are kept for administration purposes which will include your data, but these documents outline how we use this information and how we can contact you in the future.
  + Safeguarding document – if you are an organisation that provides a service/ works with vulnerable adults or young people under the age of 21.
* I/We acknowledge that in exceptional circumstances St Mary’s may have to cancel a letting without being liable for a claim.
* I/We will return any keys loaned to us – a contact name and telephone number will be provided closer to the date.
* I/We will use the premises by courtesy of the PCC of St Mary’s and to abide by the Terms and Conditions of Hire.