

St Mary's Hook-with-Warsash Church Hall

Booking Form: Single Date Hire

The Hirer

Name

Organisation
(If applicable)

Address of Hirer

Daytime Contact Number

Evening Contact Number

Email address

The Event

Date Required

Times from/to *(to include set-up and clearance)*

Details of event

Number of attendees anticipated *(if children under 18 are to be in attendance please read note 15 overleaf)*

Do you intend selling alcohol?

Yes/No

If it is your intention to sell alcohol, it is the responsibility of the hirer to obtain a licence, which must be done at least 28 days prior to the event (full details can be provided on request). It is a condition of the hire in these circumstances, that a copy of the licence be lodged with the Booking Secretary at least 1 week prior to the date for which it is required.

Deposit £30 *Payable at time of booking (see note 12 overleaf)*

Hire Charge £ *Payable no less than 7 days prior to date of Event
(cheques made payable to: Hook with Warsash PCC)*

It is the responsibility of the hirer to make arrangements to indemnify the St Mary's Church Council (PCC) against any third party insurance claims during the period of hire

I agree to be bound by the Conditions of Hire of the Church Hall as detailed overleaf

Signed (above named)

Print Name

Date

St Mary's Hook-with-Warsash Church Hall

Conditions of Hire

The hirer's signature overleaf indicates acceptance of the following terms and conditions.

All inquiries, bookings and matters relating to existing bookings are to be made through the Booking Secretary (contact details below)

1. The hire charges are in accordance with the schedule approved by the Parochial Church Council (PCC)
2. Cancellation of hire will result in the forfeiture of deposit
3. Hire includes use of kitchen, although this is not suitable for the preparation of meals. Children under 14 years of age are not allowed in the kitchen under any circumstances
4. Limited storage facilities are available for regular users at the discretion of the PCC, however the hirer is responsible for the sanctuary and insurance of their goods and equipment
5. There is a **NO SMOKING** rule in the hall
6. The hirer (who has signed this form), shall remain in the Hall for the duration of the hire and is responsible for the maintenance of good order in the Hall and surrounding grounds
7. The hirer is responsible for ensuring that the Hall is left clean, tidy and secure and that all lights and electrical appliances are switched off
8. The Hall has a capacity of 150 and it is the responsibility of the hirer to ensure that this is not exceeded
9. There are strict regulations relating to the sale of alcohol at public and private functions and if it is your intention so to do, please see the note overleaf*
10. The PCC nor any of its officers may be held liable for any loss or damage to property or persons entering the Hall premises or the surrounding site or any part, thereof however caused. It is the responsibility of the hirer to take out all indemnity insurance in relation to the hire.
11. **Bouncy Castles** – Bouncy castles must not be used inside the hall but may be used in the rear garden. It is the responsibility of the hirer to provide full insurance cover where a bouncy castle is used.
12. A deposit is required (indicated overleaf) at the time of booking, which will be returned following the Hall being left in a satisfactory condition and the return of the keys. **All or part of the deposit may be forfeited in default.** Full payment of the hire charge (indicated overleaf), should be made at least 7 days prior to the period of hire commencing
13. The hirer shall obtain the Hall keys from the Booking Secretary and return them within 24 hours following the end of the hire period
14. The PCC reserves the right to cancel any booking
15. You are required to ensure that children are protected and supervised at all times.

Should there be a breach of the conditions as determined by the Booking Secretary, then an amount equal to the cost of remedy will be deducted from the deposit. Where any deposit is insufficient to cover loss or damage, the hirer will be required to pay full remedial costs to the Booking Secretary within 7 days of such request being made.

The Booking Secretary Liz Simpson can be contacted at St Marys Church Office on 01489 570846 or via email churchhall@stmarywarsash.org.uk Completed Forms to Church Office, 109 Church Road , Warsash SO31 9GF