



ST MARY'S HALL BOOKING FORM

YOUR FULL NAME:	
YOUR FULL POSTAL ADDRESS:	
PHONE NUMBER	
EMAIL ADDRESS:	
DATE OF HALL HIRE	
REASON FOR HIRING THE HALL:	
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 from your booking time)	FROM: _____ UNTIL: _____

HIRING CONDITIONS – See Over

PLEASE LEAVE THE HALL AND KITCHEN IN A CLEAN AND TIDY CONDITION FOR THE NEXT HIRERS – Thank You

I/We undertake on behalf of the hiring organisation to abide by the hiring conditions

Please date, sign and return with payment to the Parish Office

Signed Date

St Mary's Church, Church Lane, Arnold, NG5 8HJ



TERMS AND CONDITIONS OF HIRE

- Payment is in advance on booking and calculated in accordance with the hours stated on the booking form
- The Car Park by the Hall 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
- 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
- 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
- Smoking is not allowed on any St Mary's premises
- Subletting is not allowed
- 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
- I/We will use the premises by courtesy of the PCC of St Mary's

FEES

For the hire of the Family Centre facility including the kitchen.

£30 per hour

3 hour party rate £80

12 hour day rate £300