

**BOOKING FORM AND TERMS OF USE FOR PREMISES - ST MARY MAGDALENE PARISH CHURCH**

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- **First time users** should make bookings at least 2 weeks in advance of required date(s).
- **Previous users** are asked to make bookings at least 1 week in advance (if possible) – we shall always try to accommodate late bookings, but there may be times when, without adequate notice, this may not be possible.
- **COMPLETED FORMS SHOULD BE RETURNED TO: Mr R Luney, 38 Cotswold Avenue, Belfast, BT8 6NA or emailed to: [rluney@msn.com](mailto:rluney@msn.com) (Tel: 028 90584373 Mob: 07860126394)**

|   |  |   |
|---|--|---|
| <b>Name of Group/Organisation wishing to use premises</b> |  |   |
| <b>Contact Person Name</b>                                |  |   |
| <b>Address</b>  |  |   |
|   |  | Post Code   |
| <b>Telephone No</b>                                       |  |   |
| <b>Hall(s) required</b>                                   | Upstairs Hall <input type="checkbox"/>   | Large downstairs Room <input type="checkbox"/> Small downstairs Room <input type="checkbox"/> |
| <b>Date(s) of use</b>                                     | <b>From:</b>   | <b>To:</b> <i>(inclusive)</i>   |
| <b>Heating Required</b>                                   | Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if Yes, our Bookings Secretary will discuss required no of hrs)</i> |   |
| <b>Times of use</b>                                       | <b>Please enter in 24 hour format</b><br><b>From:</b> hrs <b>To:</b> hrs   |   |
| <b>Purpose of use</b>                                     |  |   |

**Please read overleaf for the terms of use:**

- 1 **Public Liability Insurance:** Users must have their own Public Liability Insurance. A copy of the valid insurance certificate must be returned with this booking form. Permission to use church premises cannot be granted without this.
- 2 **Child Protection:** Are any of your members under 18 years of age, or do they fall within the category of vulnerable adults Yes  No   
If you answered yes to this, you must complete and return the **Form Of Approval For Independent Organisations Wishing To Use Church Premises** document with this booking form.
- 3 **Charges:** Charges for use of the halls are made on a room basis (*see attached sheet for details and costs*)
- 4 **Payment of accounts:** All accounts must be settled within one month of receipt of the Invoice.
- 5 **Cancellation of booking:** We respectfully request that any cancellations are made at least 24 hours beforehand. Where cancellation notice is less than this, a heating charge (if applicable) will have to be levied.
- 6 **Car Parking:** Car parking within the church grounds is not permitted before 6.30 pm. Evening bookings may make free use of the church car park by arrangement.
- 7 **First Aid:** A First Aid kit is available in the Office on the ground floor of the parochial hall.
- 8 **Use of the Kitchen:** Children under 18 and vulnerable adults must not be present in the kitchen without adult supervision.
- 9 **General Housekeeping:** Users of halls must agree to tidy up and place all rubbish in bins provided. In particular, kitchen dishes should be washed and returned to cupboards. **Hall hire does not include the provision to store any equipment or props. All such items must be removed at the end of each session and the hall left in the state in which it was found.** Failure to comply with this will result in future bookings not being permitted.
- 10 **Exit Times:** Premises must be vacated by 10.00 pm, except under special circumstances where an arrangement has been made with the booking secretary.

I wish to make a booking as outlined on page 1 and agree to the above Terms of Use:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

**Checklist:**

Have you included?

- a valid certificate of Public Liability Insurance?
- Form Of Approval For Independent Organisations Wishing To Use Church Premises (if applicable)
- Child Protection Policy? (if applicable)

**Parochial Hall Hire Charges from 1 July 2010**

| Room                   | Hire cost per Hour | Hire cost per Session (2/3 hours) | Hire cost for 4 hours | Double Session (5-6 hours) | Hire cost for 7 hours | Hire cost for Full day (8+ hours) |
|------------------------|--------------------|-----------------------------------|-----------------------|----------------------------|-----------------------|-----------------------------------|
| Main                   | £15.00             | £30.00                            | £45.00                | £60.00                     | £75.00                | £90.00                            |
| BB                     | £10.00             | £20.00                            | £30.00                | £40.00                     | £50.00                | £60.00                            |
| Choir                  | £7.50              | £15.00                            | £22.50                | £30.00                     | £37.50                | £45.00                            |
| Heating Cost (minimum) | £12.00             |                                   |                       |                            |                       |                                   |
| Each additional hour   | £6.00              |                                   |                       |                            |                       |                                   |