

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

- **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 G R Moore, 36 Deramore Gardens, Belfast, BT7 3FN**  
or email to: [raymond.moore1@ntlworld.com](mailto:raymond.moore1@ntlworld.com)

<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> <span style="float: right;"><i>(inclusive)</i></span>
<b>Heating required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> (if Yes, our Bookings Secretary will discuss required no of hrs)	
<b>Times of use</b>		
<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 are asked to tidy up and place all rubbish in bins provided. In particular, kitchen dishes should be washed and returned to cupboards.

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 1 July 2010 - 30 June 2011**

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					