



# Holy Rood Church Hall

## Booking Form

<b>Organisation (If applicable)</b>			
<b>Contact name</b>			
<b>Address</b>			
<b>Email address</b>			
<b>Telephone no.</b>	<b>Daytime</b>	<b>Evening</b>	
<b>Purpose of function</b>			
<b>Dates of hire</b>	___ / ___ / ___  ___ / ___ / ___	___ / ___ / ___  ___ / ___ / ___	___ / ___ / ___  ___ / ___ / ___
<b>Times (including setting up &amp; cleaning)</b>	<b>Time From:</b>	<b>Time to:</b>	<b>Total Number of Hours:</b>

**Please Tick Facilities Required:**

<b>Main Hall</b>		<b>Use of Kitchen (Additional £10.00)</b>	
<b>Meeting/Dining Room</b>			

**Signature:** .....

**Date:** \_\_\_ / \_\_\_ / \_\_\_

### Office Use Only

<b>Total Cost of Hire</b>		<b>Booking charge: £15 per hr</b>	<b>Date paid</b>	
		<b>Deposit Paid (£)</b>	<b>Date paid</b>	
<b>(Cheque/Cash)</b>		<b>Date Received:</b>		
<b>Deposit returned</b>	<b>Yes/No</b>	<b>Reason for Withholding</b>	<b>Staff Initial:</b>	



## TERMS AND CONDITIONS OF HIRE

### HIRING CHARGES

The booking is not confirmed until the deposit or part of has been paid. Bookings are accepted on hourly basis with the charges of:

**£15 PER HOUR FOR WEEKENDS, EVENINGS AND SCHOOL HOLIDAYS**

**ADDITIONAL £10 FOR USE OF KITCHEN FOR DURATION OF HIRE**

**PRICES ARE EXEMPT FROM VAT –DEPOSIT TO BE PAID BY CASH OR CHEQUE**

**No bookings taken for Sundays as hall is used for Parish activities**

### DEPOSIT

A deposit fee is required to confirm the booking of the hall, the fee will be deducted from the final bill.

### SECURING DEPOSIT

A £50 refundable security deposit is payable in advance; this will be returned in full subject to the hall being left in a clean and tidy condition, no breakages having occurred. Anti-social behaviour will also result in the loss of the deposit. If the hirer fails to secure the building or activates the burglar alarm the hirer will lose the security deposit to cover the alarm reset costs. The hirer will also cover any additional damage that may not be covered by the security deposit.

### CANCELLATION

The deposit will be refunded in full for cancellations made and received at least **7 days** in advance. A full refund will also be given if we have to cancel due to circumstances beyond our control.  
**Cancellations must be notified to the Parish Hall Administrator.**

### DAMAGES TO THE PREMISES OR EQUIPMENT

All losses or damages caused shall be the responsibility of the hirer. Costs will be deducted from the deposit and if such costs exceed the value of the deposit, the hirer remains liable to pay the full amount, which must be paid within seven days of hiring.

### CATERING FACILITIES

The kitchen server may be used for tea or coffee making purposes using the equipment and crockery provided. The hirer shall provide his or her own tea or coffee making supplies. The kitchen should be left in a clean and tidy state.

### CLEANING

It is the responsibility of the hirer to ensure that the room is left in a clean and tidy condition. All used table tops are to be cleaned and bins emptied, bin bags are available for the hirer; **a charge of £10 will be made for any necessary washing up and cleaning.**

### INTOXICATING LIQUOR AND SMOKING

No intoxicating liquor may be brought on to or consumed on the Church Hall premises unless approved. The hirer shall not sell such liquor on the premises unless they have obtained all licences for that purpose required by law and the proof of licence obtained must be presented to the hall administrator. The hall premises are strictly no smoking.

### ENTERTAINMENT LICENCES

The premises is allowed to be used for music, dancing, singing or theatrical entertainments with approval of Holy Rood Church.  
Hirers shall have access to the particular room or rooms or grounds let to them; in addition, wherever possible they may have use of the WCs at no additional charge.

### TIME LIMITS

**No letting shall occur beyond midnight unless the church permits.**

### PROHIBITIONS

The premises shall not be used for any other purpose which is unlawful or which is capable of bringing the Church or any of its servants into disrepute.

### POWER OF REVOCATION & RESERVATION

The Church reserves the right to amend or revoke these conditions without notice and any contract for the hire of the church hall.

### DISPUTES

Any disputes on the use of the Church facilities or equipment shall be referred to the Parish Priest whose decision shall be final.

**I have read and agree with the terms listed above and enclose payment for the confirmation of my booking.**

**Signed..... Date.....**

**HOLY ROOD CATHOLIC CHURCH, GEORGE STREET, BARNSELEY S70 1AX  
EMAIL – holyroodhall@outlook.com**