Booking form for Church Hall Hire

Hirer’s Name:...............................................................................................................

Company: ………………………………………………………………………………………………………………..

Address:........................................................................................................................

………………………………………………………………………………. Postcode: ……………………………..

Email address: .............................................................................................................

Mobile no: ...................................................................................................................

Alternate no: ………………………………………………………………………………………………………….

Hall hire is £10.00 per hour (or part thereof)

Date of hire: .............................................................

Between ……………………………and …………………………..

Totaling: ………………… hours (time to include setting up and clearing way)

Amount due: £………………………….

Reason for hire (children’s party/reception etc.):

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Is alcohol to be served? Yes/No (delete as appropriate)

Is this to be a regular booking? Yes/No (delete as appropriate)

I, as Hirer, have read the Terms and Conditions of Hire governing the use of Marston Church Hall and undertake to see that they are strictly observed

I enclose the non-refundable booking fee of £2.50 (or £10 if this is to be a regular booking)

Signature of Hirer: ................................................................ Date: ..........................

**Terms and Conditions of Hire**

Applications for the hire of the Church Hall shall be made on the prescribed form. The person signing the form must be over 18 years old and shall be deemed to be the Hirer. The standard hire fee is £10.00 per hour or any part thereof

The Hirer shall:

1. Pay the £2.50 or £10.00 non-refundable booking fee at the time of booking
2. Limit numbers attending the meeting or function to a maximum of 80
3. Leave the premises in a clean and orderly state with the chairs and tables clean and stacked, the floor and surfaces hoovered, swept or mopped and the crockery washed up and replaced in the correct cupboards
4. Rubbish should be disposed of appropriately
5. All cleaning shall be done immediately and during the time booked by the Hirer. If cleaning is not carried out to a reasonable standard the Hirer shall be liable for any additional cleaning costs incurred
6. Pay on demand the reasonable cost of making good any damage to the building, its decoration, furniture, crockery or any other property
7. Indemnify the Parish for all costs, damages or expenses arising in any way out of or in consequences of the hiring, and in particular, against liability for any personal injuries suffered by any person or persons using the premises in consequence of the hiring or any action arising out of any breach of law
8. Make no alteration to the light fittings or other electrics without permission, permit no nail, screw, hook, drawing pin or fastening of any kind to be driven into the structure, furniture or fittings of the Hall
9. Use the Hall in a manner consistent with its status as church premises and not permit anything to be done which is likely to lead to disorder or to anything contrary to sobriety or decency
10. If alcohol is to be sold or supplied for reward or contribution or otherwise consumed on the premises, indicate on the booking form. The Hirer is solely responsible for sending to Cheshire West and Chester Council for a Temporary Event Notice under section 100 of the Licensing Act 2003 and must send a copy of the Notice to the Clerk at least 10 days before the hire commences
11. Be responsible for compliance with the law in respect of any permission, collection of entertainment tax or other legal requirements in connection with any hire and shall supply the Clerk with details of any musical numbers performed in public as required by the Performing Rights Society. Any musical performance, play, film or other entertainment must be described on the booking form. The Hirer is solely responsible for sending to Cheshire West and Chester Council a Temporary Event Notice under section 100 of the Licensing Act 2003 for any musical performance, play, film or other entertainment and must send a copy of the Notice to the Clerk at least 10 days before the hire commences
12. Not allow anyone under the age of 16 access to the kitchen
13. Not allow dogs inside any part of the premises unless they are assistance dogs
14. Be responsible for keeping the Hall keys safe, turning out all the lights and heating and locking up the Hall after use
15. Not permit smoking anywhere within the premises or the burning of candles or any other flame
16. Hirers who use Bouncy Castles is must provide their own insurance
17. Hirers of the hall who bring in equipment do so at their own risk, and should obtain public liability insurance for use of any equipment. Marston Parish Council accept no liability for damage or injury caused by such equipment
18. The hirer should give at least 24 hour’s notice for any cancellation of booking

Marston Parish Council:

1. Reserve the right to enter any part of the premises at any time
2. Reserve the right to cancel any booking, in which event any hire charges paid for that booking by the Hirer will be refunded and the parish council shall not be liable to pay any compensation
3. Reserve the right to obtain full payment for any booking that is not cancelled at least 24 hours in advance or for any no shows
4. Will not be responsible for any loss of, or damage to, any property brought on to the premises by any Hirer or any other person whatsoever, or for any loss, damage, or injury which may be incurred by or be done or happen to any person or persons whilst on the premises
5. Expect payment of the hire immediately before or after the hire. Payment can be made directly to Marston Parish Council via bacs to sort code: 60 15 29, account number: 91310504. By cheque, made payable to Marston Parish Council or by cash
6. Will leave a payment slip envelope at the hall, this payment slip envelope should be filled in and signed and returned with the keys/payment
7. Will text/call you with directions on how/where to obtain the hall keys, shortly before your hire

Hirer Signature: please sign to acknowledge your acceptance of these Terms and Conditions:

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Keys (after hire) and payment (other than bacs & if not paid upfront) should be returned to Angie at 38 Ollershaw Lane, Marston. If you need to cancel or make amendments to the hire please call Angie on 07716565038.

The completed form and booking fee (cash or bacs) should be returned to: The Clerk, Marston Parish Council, c/o 19 Cross Street, Marston, Northwich, CW9 6ET