The Parish Church of
St Peter's Hale

THE CHURCH OF ENGLAND
Diocese of Chester

ST PETER'S HOUSE BOOKING FORM

Please complete fully and return to: **Parish Office, St Peter's House, 233 Ashley Road, Hale, Cheshire WA15 9SS** with payment in full (either by cheque or BACS transfer). Please note bookings are not confirmed until your payment has been received and St Peter's Parish Office has contacted you either by email or phone.

Please complete all boxes below

Name of Hirer:			
Name of Hiring Organisation / Company:			
Are you a registered Charity? **Yes / No** *(Delete as appropriate)*		**If Yes please give your Charity Registration Number:**	
Billing Address:			
Postcode:		**Daytime Tel No:**	
Mobile Tel No:		**Email address:**	

Booking Description: *(e.g. party, celebration, meeting, seminar, meal, training, fundraising event etc. Please give as much information as possible.)*

Approximate numbers (including children):

Day of the week	Frequency *Single Event / Weekly / Monthly/ 1st Monday etc*	Date	Time *to include setting up and clearing up after event* **from: to:**	Number of hours *charges are for full hours*	Room / Facilities to be hired *Please tick all that apply* *Full day and event bookings may be charged at a different rate.*	Rate *Per four hour session*	Hire Charge
					☐ St Peter's Church (capacity 350)	Price on application	
					☐ Veranda Room (capacity 50)	£56	£
					☐ Garden Room (capacity 20)	£36	£
					☐ Chapel (capacity 20)	£10	£
					☐ Upstairs Lounge (capacity 15)	£24	£
					☐ Kitchen (incl. crockery hire)	No charge	
Payment can be made via cheque made payable to St Peter's Hale PCC or via BACS transfer to: Nat West, Sort Code 51 61 11, Account Number 82472327 quoting your name and date of hire.						**Total Hire Charge**	**£**

Please give more information about the frequency of your hire *e.g. school term time only, 2nd Tuesday of every month, not during August etc*

Is alcohol to be provided by the Hirer? **Yes / No** *(Delete as appropriate. Please see notes overleaf.)*

Is music to be played? **Yes / No** *(Delete as appropriate. There is a nominal charge for playing music. Please see notes overleaf.)*

Are you using a Catering Company? **Yes / No**	**If Yes please give Catering Company Name:**
Catering Company Contact Person:	**Catering Company Tel No:**

Any additional information / special requests / table & chair layout:
(Please give as much information as possible. Include diagrams of preferred table & chair layout on a separate sheet of paper.)

I would like to hire the above facilities ☐ (please tick all that apply)

I HAVE READ AND ACCEPT THE CONDITIONS OF HIRE LISTED OVERLEAF ☐ (please tick)

I enclose my cash/cheque payment for £……or have transferred this amount via BACS transfer on Date……Reference Number…….

Signed: **Date:**

Print Name:

For Office Use Only:
Date booked on system
……
Date payment sent to PCC Treasurer
……

ST PETER'S ASSEMBLY ROOMS OUT OF HOURS EMERGENCY CONTACT: 0161 928 4552 / 07802 978 817 / 07542 951 545

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CONDITIONS OF HIRE

- The Booking is for the room shown on the Booking Form at the time specified on the Booking Form.
- Only the room booked as shown on the Booking Form can be used.
- The room(s) shall not be used for any purpose other than that for which permission is granted.
- All hiring's for dinner dances (except for ones approved by St Peter's PCC) shall be private by invite only and no money tendered or tickets sold.
- At no time must the number of people in the room (including children) exceed the stated maximum capacity.
- The Booking does not include use of any foyer / hallways (other than for access) which must not be obstructed.
- The PCC reserves the right to charge the Hirer for unauthorised use of another room.
- Bookings that exceed the agreed times will be surcharged at the hourly rate of hire.
- The Hire Charge is as shown on the Booking Form and must be paid in full with cleared funds prior to the date of the Booking.
- A booking is only confirmed when the completed Booking Form and payment has been received and acknowledged by St Peter's room bookings.

Cancellation policy

- If the Hirer cancels the Booking within one week (inclusive) before the date of the Booking, the Hirer will be liable for 100% of the Hire Charge. If the Hirer cancels the Booking within one to two weeks (inclusive) before the date of the Booking, the Hirer will be liable for 50% of the Hire Charge. The Hirer agrees to pay such amounts upon receipt of an invoice.
- If the Hirer wishes to plan their event before receiving an invoice showing Booking paid in full, the Hirer does so at their own risk. St Peter's reserves the right to decline a Booking, to a cancel a Booking due to unforeseen circumstances or to change a room from the one booked. If a Booking is cancelled by St Peter's, the Hire Charge will be refunded to the Hirer. If a Booking is amended by St Peter's to a smaller / larger room, the Hire Charge will remain unchanged. All changes will be communicated to the Hirer prior to the Booking.

Noise and Light

- Noise level restrictions are in place. If music is played at any time all windows and external doors must be kept closed. No music is permitted after 11.00pm. If the Hirer wishes to use electronic/sound equipment the Hirer must inform St Peter's Room Booking Team. The blinds on all windows MUST be kept closed for ALL Events during hours of darkness. Please respect our neighbours and other hirers.

Access and Security

- The Hirer must speak to St Peter's Room Booking Team to arrange collection of keys to access the room booked. It is the responsibility of the Hirer to ensure that the premises are secure at all times during the Booking and that the keys are returned to St Peter's Room Booking Team on the dates / time agreed.
- The event must be finished, and the Hirer must ensure that the room is clean, tidied (including kitchen and toilets used), all lights extinguished and doors and windows locked, by the finish time specified on the Booking Form. No bookings will be accepted for events finishing after 11pm. The Centre must be vacated by 11.30pm. It is the responsibility of the Hirer to leave the room used in a clean and tidy state; floors swept/vacuumed, rubbish sorted, recycled and placed in the appropriate bins outside, no food or drink brought left in any cupboards or fridges, surfaces wiped clean and crockery/glassware/cutlery washed and dried and put away by the finish time specified on the Booking Form.
- St Peter's Room Booking Team has free access to the rooms at any time to ensure that the Conditions of Hire are being duly observed.
- Children must be accompanied by a responsible adult and are not permitted in the kitchen at any time.
- There is car parking available and we ask that everyone parks in a designated parking bay, adheres to the one way system and restricted speed limit of 5mph and does not block entrances / exits.
- Ensure that all exit routes are kept unlocked, unobstructed and clear from chairs, tables, equipment etc.

Use of Equipment

- No items shall be affixed to walls nor hung from the light gantries without prior consent from St Peter's Room Booking Team.
- The Hirer must not alter or tamper with any fixtures or fittings including but not limited to temperature controls.
- The use of combustible materials and ignition of flames (including but not limited to smoke machines, fireworks and fires) within the premises, on the premises grounds and car park is not permitted. No events that may involve damage to the fabric of the premises (including but not limited to events involving roller blades and skates) are permitted.
- No bouncy castles or similar inflatable items are permitted without the prior consent of St Peter's Room Booking Team.

Licensing

- If the premises are used for any musical event where the music is the sole reason for the event, e.g. a disco or advertised dance event, a Temporary Event Notice (TEN) under the Licensing Act 2003 must be obtained by the Hirer. Alcohol must not be provided without prior consent of St Peter's Room Booking Team and must not be served to under 18s. The sale of alcohol is not permitted without an appropriate licence. The Hirer is responsible for obtaining any relevant licence required for their event including those listed here. The Hirer is responsible for arranging any special insurance needed. The Hirer shall provide copies of such licence or insurance certificate to St Peter's Room Booking Team in advance of the Booking.

Liability

- St Peter's Room Booking Team reserves the right to charge the Hirer for any damage and/or items belonging to St Peter's which occurs during the Booking, and for any cleaning required where the Hirer has failed to clean up after their event as referred to above. The Hirer agrees to pay such charges immediately upon receipt of an invoice.
- St Peter's PCC do not accept any liability for any loss damage or theft of any items brought into the car park or rooms by the Hirer, these should be covered by the Hirer's own insurance. St Peter's PCC cannot be held liable for any expenditure incurred or any loss of profit or earnings suffered by the Hirer if the booking is cancelled or amended. St Peter's PCC liability is limited to the value of the booking. This does not affect the Hirer's statutory rights.
- St Peter's Health & Safety Policy and Fire Regulations are displayed in the venue and available from the Parish Office. Please read these policies and guidelines. In the event that any of these Conditions of Hire are not adhered to, St Peter's Room Booking Team reserves the right to require the Hirer to leave the premises and no refund will be provided. St Peter's Room Booking Team reserves the right to invoice the Hirer for all reasonable costs incurred and the Hirer agrees to pay such costs immediately upon receipt of an invoice.
- It is the Hirer's responsibility to ensure there are sufficient numbers of competent persons to assist with the event and be responsible for ensuring all the above Conditions of Hire are fulfilled and observed.