

ST MARY'S CHURCH HALL BOOKING FORM

Parish Office (behind the hall)

Open Tues, Wed Thurs 10am - 12noon): Addington Village Road, CR0 5AS

Tel: 01689 842167 E-mail: churchhall@addington.org.uk

Please read our **CONDITIONS OF HIRE** and **SAFEGUARDING POLICIES FOR CHILDREN AND VULNERABLE ADULTS** before completing this form. Thank you.

Name	_____	Date of hire	_____
Address	_____	Time of hire	_____

	_____	Type of function (please tick)	
Post Code	_____	<input type="checkbox"/> Wedding reception	
Tel (home)	_____	<input type="checkbox"/> Funeral reception	
(mobile	_____	<input type="checkbox"/> Baptism reception	
Email	_____	<input type="checkbox"/> Children's Party	
		<input type="checkbox"/> Fundraiser	
		<input type="checkbox"/> Other: _____	

WEDDINGS: Please give Name / Address / Tel No of a contact for after the event.

Number of hours _____ @ £22.00 per hour **TOTAL** _____

Plus your **£100.00 SECURITY DEPOSIT** (see below)

Please keep one copy of this completed form for your own records.
Return one SIGNED copy, together with the booking fee to:
St. Mary's Parish Office, Addington Village Road, Croydon CR0 5AS

For more details on how to pay, please see overleaf.

COLLECTION OF THE KEY & SECURITY DEPOSIT

Please collect your key from the Parish Office the week before your hire. The office is open Tuesday – Thursday between 10.00am and 12.00noon. We request a **SECURITY DEPOSIT of £100.00** upon collection of the key. This security deposit will be refunded in full after the return of the key, subject to a satisfactory inspection of the hall after the booking. The Buildings & Equipment Committee reserves the right to withhold all or part of this security deposit if the condition in which the hall is left after the period of hire is not satisfactory. Additional charges may be made if extra costs are incurred.

AGREEMENT

I have received a copy of the *Conditions of Hire*, which I have read and agree to comply with these conditions. I have seen your parish's *Safeguarding Children and Safeguarding Adults who may be vulnerable Policies and Guidelines for Activities* and agree to abide by them.

SIGNED _____ DATE _____

THANK YOU FOR YOUR PROMPT PAYMENT

PAYMENT OF FEES

The Hall Hire Fees and Security Deposit can be made in the following ways:

- **Cheque** payable to “St Mary BV Addington”
and sent to St Mary's Parish Office, Addington Village Road, Croydon CR0 5AS.
- **Direct to Bank Account** at Lloyds Bank: St Mary BV Addington
Sort code: 60-23-22
A/c No. 79041647

Please quote as a reference your surname and the date of the hire. Please also send a message to churchhall@addington.org.uk that you have made your payment.

- **PayPal** all you need is an email address for us to invoice you.
- **Cash** at the Parish Office.

CHECK LIST:

Kettle	<input type="checkbox"/>
Bin bags	<input type="checkbox"/>
J cloth	<input type="checkbox"/>
Washing up liquid	<input type="checkbox"/>
Tea towel	<input type="checkbox"/>
Tea spoons	<input type="checkbox"/>

*Dustpan and brush are located in the cupboard under the sink.
Large brooms are located at the rear right hand side of the stage.*

IN CASE OF AN EMERGENCY

Hall Booking's Secretary
Sarah McNamara – 07412 014286

Premises Manager
Graham Kellas – 020 8656 1083 Reg van Selm – 020 8916 9496

Vicar
Revd Debbie – 01689 847092

Churchwardens
Jim Henoqc – 01689 846305 Linda Hines – 020 8651 3818