**ST ANDREW’S CHURCH HALL**

**ASHBURTON**

Bookings: 07894 966872

Email: enutley17@outlook.com

Parish Office: 01364 654280 (24hr Answerphone)

Website: www.ashburtonandmoor.org.uk/church-hall-ashburton

Please complete and return Pages 1 & 2 • Pages 3 & 4 are for your records.

**DETAILS OF HIRER**

Name:

Contact Address:

Post Code:

Telephone No. Day: Evening:

Name of Organisation or Private Hire, etc.

**DETAILS OF HIRE**

Please indicate which room/s you wish to hire:

Main Hall

Kitchen

**1**

**DATES AND TIMES REQUIRED**

Date:

**Main Hall:** from a.m./p.m. to a.m./p.m.

**Kitchen:** Needed - YES / NO

Please ensure that you have read and fully understand everything contained within this booking form before you sign, and have the read attached fire precautions and risk assessment details.

**I agree to pay the charges as listed on the rate table and to be bound by the terms and conditions listed.**

Signature:

Print Name:

Occupation:

Date:

Amount of Deposit:

Deposit taken by:

\* **Please note that all times booked must include allowance for setting up and clearing up by the hirer.**

\* **The Church Hall will only be open for the time that is booked.**

\* **Hirers are responsible for their own public liability insurance.**

\* **Please do not stick or pin anything to walls or wood.**

\* **Any equipment left in the Church Hall must be insured by the hirers as St. Andrew’s Church Council will NOT accept liability for any such items.**

**2**

**HIRE CHARGES FOR ST. ANDREW’S CHURCH HALL**

**Main Hall** £ 12.50 per hour

**Kitchen** £ 27.50 per session

Please Note: There are certain times when the Church Hall is not available for hire due to Church Functions and long-term bookings.

Please make CHEQUES payable to:

**ST. ANDREW’S PARISH CHURCH**

**TERMS of PAYMENT**

A booking deposit/damage waiver deposit of £50.00 is required for private bookings. At the discretion of the Church Council this deposit will be banked against your outstanding account if settlement on raised invoices is not received within 30 days as from the date of the invoice, or set against any damage caused during the booking.

An invoice will be issued and settlement is required within 30 days as from the date of the invoice.

Any excess work caused to the caretaker as a direct result of neglect by the hirer will be charged to the hirer.

Cancellation: The Church Council requires a minimum of *7 Days’ Notice, in writing*, of any cancellation of booking. If less than 7 days’ notice is given, the Council reserves the right to make a charge to the hirer concerned.

**3**

TERMS AND CONDITIONS

1. Every hirer has the obligation to conduct a Health and Safety check on their events. It is also the responsibility of the hirer to ensure they have adequate public liability cover.

2. All hirers must complete a booking form and return it to the Bookings Secretary or St. Andrew’s Parish Office.

3. The Church Council reserves the right to refuse a hirer’s application and such decisions are final.

4. The Church Council reserves the right to cancel a booking and upon cancellation any payments made in respect of the hirer will be refunded.

5. The setting out and packing away of furniture, i.e. tables, chairs, shall be the responsibility of the hirer (chairs to be stacked on the storage frame). Also, hirers must ensure cutlery and crockery is thoroughly cleaned after use.

6. Should at any time during the hire period damage be caused to the building, its furnishings, fittings or equipment, the hirer shall be held responsible for the payment of making good such damage.

7. Hirers must ensure that the premises are left clean and tidy. If the premises are not left in the condition found at the start of the letting, the Hirer will be liable for all costs incurred in returning them to their original condition.

8. The hirer must ensure that all bottles and broken glass are disposed of. There are recycling facilities in the Town Car Park. Other excessive waste must be removed from the premises by the hirer.

9. The Church Council DOES NOT hold an alcohol license and any such license must be applied for by the hirer (subject to the agreement of the Church Council).

10. Hirers shall at all times ensure adequate supervision for all types of functions. Stewards should be provided at the door where necessary.

11. The hirer shall not assign, transfer, or sub-let the hiring without previous written consent of the Church Council.

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