**2018 Booking Form St Andrew’s Church Halls, 89 Malvern Avenue HA2 9ER**

**Reg charity no. 1131727**

**Hall Letting Secretary** **Mobile 07578 789 099 E-mail: hallbookings@standrewsroxbourne.org.uk**

**\*\* Please read both pages of this form first before filling it either by typing electronically or handwriting clearly. \*\***

Name................................................................................................Tel No: .....................................................

Address...........................................................................................………………. Post Code …………………………..

E-mail .................................................................................................................................................................

Bank details for return of part deposit: Account holder ………..................................................................

Sort Code: ….../..…./..…. Account number: …………………………………………………………………..

**GDPR Statement: The personal information provided here will be used only for the hall letting purpose. It will not be passed to any third party or used for any other purpose.**

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| **Date required** .........................................................  **Time required** From ………………… To ………………….   * Must end by times are Saturdays 11:00pm; Sundays 10:30pm. * You must include any setting up and closing up times required.     **I hereby apply for the use of:-** *tick as appropriate*  **LARGE HALL** including kitchen, vestry  and stage (maximum capacity 220) …………  **or**  **YOUTH CENTRE** (maximum capacity 120) …………  including self contained kitchen.  No. of attendees expected …………....  Nature of function: ……………………………..……………  Number of tables required …………….  TICKETS TO BE SOLD YES/NO  MUSIC TO BE PLAYED YES/NO  VIDEOS TO BE PLAYED YES/NO | **STANDARD DEPOSIT** £ 200.00  (of which £150 is returnable after the event - £50 is retained for caretaking & administration)  **HIRE CHARGE calculation**  *Hourly charge X no. of hours*  ………………………………………… £  **due 2 weeks before function**  Please make all payments by Direct on-line  bank transfer to    St Andrews Church Roxbourne  Sort code: 40-11-58  Acc No: 20404810  REF: Your Name  Or, exceptionally, deposit a cheque made out to  ‘PCC of St Andrew’s Roxbourne Parish’  **i**nto the above bank account at any HSBC  branch. But please make sure that your  name is quoted as reference. Banks often  fail or are unable to quote reference. |
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**I undertake to comply with the Hall letting Regulations and Emergency procedures copies of which I have read and understood**

Signature of Applicant............................................................ Date............................................................................

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**TABLES & CHAIRS**

Large Hall has 200 chairs and the Youth Centre 100 chairs. Thereare long tables available, each seating 8 comfortably or 10 at a squeeze. Alternatively, they can be used for laying out food. Please note that too many tables can reduce walking around space, especially in the Youth Centre.

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**LARGE HALL £60 per hour YOUTH CENTRE £50 per hour**

**SMALL PARTIES or EVENTS - For less than 50 people and before 6:00pm £35 per hour**

This will usually be for the Youth Centre. The £50 per hour rate applies for parties of either more than 50 people, after 6.00 pm finish or both. Fee for booking of the field for sports events, BBQs, etc is negotiable.

**MUSIC**

For hirers of the LARGE HALL using an amplifier, please note that the power could be cut automatically if the noise level gets too loud. Please observe noise limitation rules and this is applicable to BOTH HALLS.

**PARTY LIGHTS – Large Hall only**

Party light are available for a £50 charge; Stage Lighting, if needed, is available for a £25 charge.

**DRINKS**

Alcoholic drinks may be served at events but they should not be sold on the premises.

**PAYMENTS FOR HALL RENTALS MUST BE MADE BY ONE OF THE FOLLOWING METHODS**

1. The preferred method By BACS transfer on line to ‘ St Andrews Church Roxbourne’

**Sort code: 40-11-58 Account No: 20404810 Reference: Your Name**

1. Deposit a cheque at any HSBC branch for the credit of  **PCC of St Andrew’s Roxbourne Parish**

into the account and sort code noted above. **Remember to quote reference** when paying.

After payment has been made, please inform either by text, or e-mail, the amount paid and your surname to **Hall Lettings Secretary: Mobile 07578 789 099 E-mail: hallbookings@standrewsroxbourne.org.uk**

If the reference name on payment is different to the one on booking form you must advise us promptly.

**THE BOOKING, CONFIRMATION AND EVENT DAY PROCESSES**

The following happens when you make this application.

**Stage 1:** You will have enquired about availability of the hall and times booked and possibly viewed the hall, the facilities and equipment available including tables and chairs and obtained a provisional booking when you complete this form. A provisional booking cannot be held for more than a few days. It can also be lost to someone else who submits the form and payment if you 'go missing or silent', 'are thinking about it', 'need to consult others', etc., and/or take too long to submit this booking form and make payment.

**Stage 2:** **You submit this form** (via email) signed to indicate your acceptance of the booking conditions, emergency procedure and the child safety policy of the church. If you are not able to scan the signed document, you may send the word document and separately send the picture of the signed page via text.

**Stage 3:** **You pay the deposit**. Only on acknowledgement of receipt of payment by the church treasurer the hall lettings secretary will send you a signed ‘Confirmation of Booking’ document. Please note that **you should treat your booking as confirmed only when this confirmation document is received**.

***Please note that***

* ***After confirmation all correspondence will be with the person named on the Booking Document (also named in the confirmation document) using the email address and telephone numbers given.***
* ***After confirmation if you wish to make any special requests or minor variations you should make and agree them by the Wednesday before the weekend of booking. As our halls are in heavy demand there might be other earlier or later bookings that could prevent granting of time extensions. You must include any setting up time in hours booked.***

**Stage 4:** On the day of the event the caretaker appointed, whose name and contact details are provided on the booking confirmation statement, will receive you **at the appointed time**, provide you with the chairs and tables requested, point out emergency exits, etc., and explain cleaning and the handing back processes. **You should carry the confirmation document with you and show it if asked**. Please do not contact the Hall Lettings Secretary on the day, ring the vicarage door bell or try to contact the vicar on arrival or departure, except in an emergency.