**2022 Booking Form St Andrew’s Church Halls,**

**89 Malvern Avenue, Harrow, London, HA2 9ER.**

**Reg charity no. 1131727**

**Hall Letting Secretary** **Mobile: 075 78 78 90 99**

**E-mail: starlet3633@gmail.com**

**\*\* 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. The account used must be the same for payments and refunds.**

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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 180) …………  **or**  **YOUTH CENTRE** (maximum capacity 80) …………  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**  £ 250.00  (of which £200 is returnable after the event - £50 is retained for site management)  **HIRE CHARGE calculation**  *Hourly charge X no. of hours*  ………………… £  **Additional Extras**  Stage Lighting (Large Hall) £25………  Party Lights (Large Hall) £50 ………    Please make all payments by Direct on-line  bank transfer to    **Parochial Church Council of St Andrews Roxbourne Parish**  Sort code: 40-11-58  Acc No: 20404810  REF: Your Name  . |

**I agree to comply with the Hall letting Regulations and have read and signed the Emergency Procedures document**

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

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**TABLES & CHAIRS**

Large Hall has 200 chairs and the Youth Centre 100 chairs.

**MUSIC**

**Hirers must provide their own PA system and use of church equipment is not permitted.**

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.

**NOISE CONTROL MANAGEMENT**

Sound levels are monitored by a limiter which if exceeded permitted levels cuts out. Limiter instructions are attached to the confirmation document. Failure to comply with the instructions will result retention of the total deposit and may result in immediate shut of the event without reimbursement of funds. Limits are set by Harrow Council. Non-compliance may incur Council fines up to £20,000

Complaints during your hire resulting in a callout to our site-manager will be charged at £50.

**Confetti Sequins are not permitted.** Non-compliance will result in a minimum £50 deduction from the deposit

The Parish of St. Andrew’s regards the safeguarding, care and protection of children and vulnerable adults with the utmost concern.  Groups that hire or use the church premises are expected to share this concern and adhere to the Safeguarding Policy Statement of St. Andrew’s. This statement can be found on St. Andrew’s website: [http://www.standrewsroxbourne. org.uk/](http://www.standrewsroxbourne.org.uk/)

**DRINKS**

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

**PLEASE PAY FOR HALL RENTALS BY BANK TRANSFER**

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

Account **Parochial Church Council of St Andrew’s Roxbourne Parish**

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: starlet3633@gmail.com**

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