



ST JAMES THE GREAT MANSTON

PARISH CHURCH HALL

BOOKING FORM.

**PLEASE READ THE LEAFLET CAREFULLY BEFORE COMPLETING THE
APPLICATION FOR A BOOKING**

ROOMS AVAILABLE FOR HIRE

- 1: THE MAIN HALL** with door and hatch to kitchen and stage.
Access to toilets
- 2: THE SANDBED LANE ROOM:** with hatch to kitchen access
to toilet and additional outside door
- 3: THE CHURCH ROOM:** Access through separate outside door.
Access to toilets round the outside.
- 4: UPPER ROOM:** access through main entrance up the stairs

Letting conditions are set out on the next page.

If you need more information please contact the Booking Secretary

TELEPHONE

07908 362014

CONDITIONS FOR HIRING THE HALL:

SATETY: You are responsible for ensuring that adequate insurance is in place, that all leaders of your group are appropriately trained and qualified. DBS checked and that relevant safeguarding policies are in place any item or equipment left is at your own risk. If appropriate you should conduct your own risk assessment. Please also ensure any electrical equipment you use has up to date PAT testing. **For safety the main door should be closed and locked at all times:**

TIMES: Please note there is a minimum booking time of three hours this is to enable preparation and clearing time. Please arrive and depart at the agreed times as other groups may be before and after you.

ROOMS: Unless otherwise agreed, you may only use the room(s) you have hired. There may be other hall users in the building at the same time. Please extend to them the courtesy you wish to receive.

IF THE ROOM IS NOT IN A SATISFACTORY CONDITION PLEASE LET THE BOOKING SECRETARY KNOW SO THAT THE APPROPRIATE ACTION MAY BE TAKEN.

Please leave the room clean and tidy

- ◆ Furniture stacked at one side of the room/if brought from somewhere else please return.
- ◆ Floor swept (mopped if necessary)
- ◆ Tables wiped & clean
- ◆ All rubbish removed from the kitchen
- ◆ Toilets flushed and clean
- ◆ All windows and doors locked
- ◆ Thermostats returned to standard setting
- ◆ Alarm set

ADVERTISING: posters may be displayed in the end rooms only. Please ensure any other material used by you at your meeting is removed before you leave.

The Church reserves the right on giving at least four weeks notice to ask you to release your booked accommodation for an occasional essential church meetings.

BOOKING FORM:

NAME OF ORGANISATION:.....

CONTACT DETAILS OF HIRER.....

.....

BOOKING DATE(s).....Estimated number attending

NATURE OF EVENT.....

TIME OF ARRIVAL.....

TIME OF DEPARTURE.....

DEPOSIT PAID.....

Please indicate which rooms you require:

The main hall	yes/no
Use of the Stage (only with main hall	yes/no
The Church Room	yes/no
The Sandbed Lane Room	yes/no
The Upper Room	yes/no
Use of the kitchen.	yes/no

Please note that use of the toilet facilities may be shared. You may be asked to share the use of the kitchen, if this is not possible, please indicate you require sole use when confirming your booking.

The Church, PCC, Hall Management Team and booking secretary and others who are responsible for the hall are **NOT** liable for any damage, loss or injury caused by any individual or howsoever caused.

I agree to pay for all damages incurred and agree to the conditions for hire.

Signed.....date.....

PAYMENT OR DONATIONS:

1: Cash/Cheques (payable to Manston PCC) should be sent/delivered to the Treasurer, 120 Pendas Way Cross Gates Leeds LS15 8HP

2: Bank Transfer:

Account Number 11862063 Sort Code 05 00 50

(when making a payment please quote your surname and date of event to ensure a correct record of receipt.)

Any queries please contact the booking secretary

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