

St Martin's Church Centre - Regular Users Booking Form

Name of organisation:

Contact details: Name:

Address:

Tel: e mail:

When required: Weekly Monthly Other (specify).....

Term-time only: YES / NO. If yes, specify Term Dates: From:To:

Sunday am Start time:Finish time:pm Start time:Finish time.....

Monday am Start time:Finish time:pm Start time:Finish time.....

Tuesday am Start time:Finish time:pm Start time:Finish time.....

Wednesday am Start time:Finish time:pm Start time:Finish time.....

Thursday am Start time:Finish time:pm Start time:Finish time.....

Friday am Start time:Finish time:pm Start time:Finish time.....

Saturday am Start time:Finish time:pm Start time:Finish time.....

Note: The start and finish times are the times during which you will need access to the building.

Other information: (e.g. dates **not** required).....

Cancellations:

Regular hirers may cancel a booking FOUR weeks before the date of an event and the pre-paid hire charge will be refunded. Cancellation between FOUR weeks and ONE week before the booking will result in 50% of the hire charge being refunded. If notice of cancellation is less than SEVEN days before the booking, FULL payment of the booking charge will be required.

Kitchen use: Drinks & cold food only: YES / NO Hot food preparation: YES / NO

I have read the Conditions of Hire and Health & Safety Requirements and hereby confirm that they will be adhered to. I acknowledge that I have been shown the location of the exits, fire extinguishers and First Aid box.

I agree to abide by the Policy & Procedures for the Safeguarding of Children in the Parish of St Martin's, Desford (where applicable).

I understand that I am personally responsible for injury to individuals and any damage to premises, fixtures and fittings, however incurred, as a result of activities organised by me in the Church Centre.

I have/have not taken out public liability insurance to cover such risks.

Signed: Date:

Hire Charges from 1st April 2014

Hire of hall - Regular users: £7.50 per hour

Hire of kitchen for catering events: £15

No extra charge for regular users to make drinks e.g. tea and coffee

*Forms should be returned to Pat Crane, 33 Parkstone Road, Desford, Leics LE9 9HY.
Cheques should be made payable to Desford PCC.*