

BOOKING FORM from May 2021

Required session(s) (if necessary, more details may be added on the reverse of this page)

Month(s)	Day(s) & date(s)	Times *		Comments
		Start	Finish	

* Including time needed to set up / clear away – see Ts & Cs para 1 & 33. Part hours will count as full hours.

Function description:						
Type of usage: (tick as applicable)	Church	Charity	Community non-profit	Private	Business / for profit	Other:

Standard Hourly hire rate: £9.00	Number of Hrs (part hrs count as full hrs):	Total hire fee due, £
Special rate agreed when hiring:		p/wk: Total:

PAYMENT DETAILS agreed as part of booking process (please insert 'Yes' where applicable)

USER TYPE:	(Yes?)	FREQUENCY:	(Yes?)	PAYMENT METHOD:	(Yes?)	AGREED TIMING:	(Yes?)
Regular		One – off *		Cash not accepted		At time of booking	
Single		Weekly		Cheque **		7 days in advance	
Occasional		Monthly		Bank Transfer		28 days in advance	
		Quarterly		Standing order		Yearly in advance	
		Annually					

* One-offs must be paid for at time of booking. ** Cheques payable to: St Mary's Church House Hall

Other payment details, agreed as part of booking process:
Please note that two weeks' notice of a cancellation is required or a charge of 50% of the booking may be made.

Responsible person (Hirer)	
Name:	Address:
Club/Organisation:	Mobile:
	Landline:
Does the Hirer hold their own Public Liability Insurance? (e.g., via their Home Policy or a Commercial Policy)	YES / NO
Hirer has provided the required copy of their group's Covid Risk Assessment	YES / NO
Has the Hirer got the requisite Safe Guarding Policies in place?	YES / NO
* Signed:	Date: __/__/__ Email (Caps.):
* Signature confirms receipt of a copy of all the Ts & Cs of hire and agreement to abide by all of them.	

Please return to Bookings Secretary: Monty Crook
Address: 14 Thread Mill Lane, Pymore, DT6 5QT

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