

ST MARY'S CHURCH HOUSE HALL, BRIDPORT  
BOOKING FORM from May 2021

**COPY FOR HIRER TO RETAIN**

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.

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

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

**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 *		<del>Cash</del> 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.

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

Please retain this cc for reference.

**Bookings Secretary:** Monty Crook  
**Address:** 14 Thread Mill Lane, Pymore, DT6 5QT

**Email:** stmaryschhbookings@gmail.com  
**Phone:** 01308 423 442 / 07835 183 367