



Immaculate Conception

Application to Hire Church Hall

FULL NAME	
PHONE NUMBER	
EMAIL ADDRESS	
ARE YOU A PARISHIONER?	

BOOKING DETAILS

DATE REQUIRED		
TIME REQUIRED <small>(Access available for an evening event from 1730hrs)</small>	Start time	End time
NATURE & PURPOSE		
Please provide any further information that will help when considering your application.		
NUMBERS EXPECTED		
AGE RANGE (if not adults)		

By signing this form, you confirm that you have read and understood all the terms and conditions and accept that you are responsible for ensuring they are all adhered to.

Print Name: _____

Signature: _____

Date: _____

Please send completed booking form to Hall Manager - Davie Boyle at immaculateconceptionhall@rcag.org.uk
or post it through the parish house door.

Please retain the terms and conditions information for future reference

Immaculate Conception Church Hall - Terms & Conditions

All charges are subject to review by the hall management committee.

A cash deposit of £100 to be paid when booking is confirmed.

Full payment must be received at least 2 weeks before the event.

Function	Charge
Wedding (full day)	£300
Evening Function	£175
Other events	£30/hour

1. You are responsible for meeting all legal requirements and conditions that may affect the use of the hall or the running of any event. This includes Safeguarding regulations and procedures if your event involves regulated work with children or vulnerable adults. You must have a suitable Safeguarding policy and provide a copy of this before the event. If you do not have a Safeguarding policy, you will be provided with a copy of the Church's policy and, by signing this letting form, you confirm that you are agreeing to follow that policy.
2. Applicant must be aged over 21.
3. No 18th or 21st birthday or First Communion parties are allowed.
4. The maximum capacity of the fully accessible hall is 100 people – it is not permitted to exceed this.
5. Car parking is at the car owner's risk.
6. All electric equipment to be used must have passed a Portable Appliance Test (PAT).
7. Before the start of the event the organiser should arrange an announcement regarding the fire exits and ensure that all fire exits remain clear of any obstructions.
8. All children must be properly supervised both in the hall and in the church grounds. You are responsible for the safety of any children or vulnerable adults in attendance.
9. No outside bar facilities will be permitted at any time. Normal licensing rules apply – we do not have a bar, but you are allowed to bring your own alcohol.
10. You are responsible for all catering – anyone preparing food (whether yourself or a caterer) must comply with current food legislation.
11. No Blu Tac, tape or pins are allowed on the walls. A dado rail has been provided to hang any banners or other decorations.
12. Smoking or vaping is not permitted anywhere in the building or within two metres of the front door. To avoid setting off the fire alarm, please only smoke and vape in the designated smoking shelter outside.
13. Drinks are not permitted outside the premises.

14. Bouncy Castles are permitted on church grounds but not within the hall.
15. Afternoon functions must be finished by 500pm.
16. Evening functions should start no earlier than 630pm and must be finished by midnight (including clear up). Access available for evening functions from 1730hrs.

We operate a good neighbour policy. You are responsible for ensuring participants vacate in a quiet and orderly manner with minimum nuisance to adjacent neighbours. Musical amplification must be restricted to a level that does not cause a nuisance to local residents.

If a church service is on music and noise should be restrained.
17. After the function, the hall must be cleaned, cleared and left in a neat and tidy condition with the chairs and tables in the positions you found them – cleaning materials are available to help with this. All rubbish etc. should be removed and placed in external bins.
18. Any additional items must be removed at the end of the event and not left in the hall.
19. Overnight storage of equipment may incur an additional charge.
20. You are responsible for any damage to the premises or its fixtures and fittings. The £100 deposit will be returned after the hall has been inspected where no damage is found and no additional costs for cleaning have been incurred.
21. The person responsible for opening and locking up after event, must deactivate the alarm on entry and reset it on leaving. This is done by holding the fob to the symbol in the top left-hand corner of the alarm panel (you will be shown how to do this).
22. The Hall Manager will arrange to hand over the hall key on the day of your booking. Please ensure you post the key through the parish house door at the end of your event.

FACILITIES AND EQUIPMENT (Some of these may incur an additional charge)

Large Hall with stepped stage area and 12 sets of tables laid out to seat 8 persons

Smaller break out room to seat 16 people.

Six folding catering tables 6 x 2 feet.

Kitchen fitted with hob, oven, microwave, fridge and freezer.

Equipment: Crockery, cutlery, glasses, tea urns, kettle, coffee, tea pot and cooking pots.

IT Equipment: Laptop, power point projector, microphone, large wall screen.

For more information, contact Davie Boyle at immaculateconceptionhall@rcag.org.uk or

on 07598 759 551