

ST MARY'S CHURCH, SPROTBROUGH
Application for the Hall or Stable hire on Main Street, DN5 7RH

Part A, for the hirer to complete;

Name of Hirer / Organisation

Contact name Tel No. email.....

Address.....

Date and Times required (to include setup and clearing up time)

Will the booking be; a one-off event / regular – weekly, monthly (delete as appropriate)?

Type of function.....& building required.....

Special requests (i.e. projector /sound system)

Deposits to be returned to: Acc. No. Sort Code

Please note:

- **To prevent nuisance to our neighbours the hall / stable must be cleared & locked by 12 midnight. Also, the hirer will be charged for any time extra after the booked time at 200% of the agreed hire rate and liable for any other associated St Mary's costs (see full terms of Conditions of Hire). ACCESS TO THE PATIO AREA IS BARRED UNLESS PRE-AUTHORISED OR A FIRE EMERGENCY**
- Commercial hirers must have Public Liability insurance and a copy must be submitted with any fees prior to the hire commencing.
- The facilities will not be available to any hirer until the appropriate fee has been paid in full.
- Any organisation working with under 18's or vulnerable adults, must have a Safeguarding Policy and those leading the event have to be DBS checked. Copies will be required prior to the hire.
- We have a Church's Safeguarding Policy in place.
- All organisations serving refreshments or food accept responsibility for good hygiene standards during the time of their hire period and undertake to pre-clean & leave the kitchen as they found it. The necessary qualifications under; The Food Safety (General Food Hygiene) Regulations must be held. For the full set of conditions for the hire of either the Hall and or Stable please refer to the "Conditions of Hire of the Church Hall & Stable".

The PCC & Trustees of the premises make every effort to ensure the Health & Safety of all who may visit the building, your organisation will be solely responsible for the premises, personnel and activities prior to through to the termination of your activities.

I make an application for the use of the Hall and / or Stable (delete as appropriate) and have read and understand the Conditions of Hire & agree to abide by overleaf and the church's policies.

Signed Date

Return to; Ms K. Heath (Administrator), The Hall & Stable, Main Street, Sprotbrough, Doncaster. DN5 7LJ
Contact Tel. no: 07580 561312. Email: bookings@sprotbroughvenues.co.uk

Part B, Office Use

The facilities as requested are available, subject to payment of £..... by to secure your booking. The payment includes a damage deposit (£50 for hires up to 5 hours, over this, £100). The deposit is normally returned within 28 days of hire electronically, if no damage / loss occurs or extra cleaning is needed. The facilities are checked by the Caretaker pre and post hire unless a key has been issued.

Payment can be via BACS (account number 35416553 & sort code 09-01-29) or cheque payable to: - St. Mary's Church P.C.C. Sprotbrough, or by Credit / Debit Card with prior arrangement.

For commercial organisations please submit a copy of your Public Liability Insurance and a Safeguarding Children Policy as appropriate to the booking clerk.

Part C, Office Use

To Date

Your hire is fully paid and confirmed. For regular bookings, payment must be paid by the date specified on the invoice.

Signed.....on behalf of St Marys Church. Date