

To make Jesus known and grow together in Him

St Michael's Hall Booking Form

Thank you for making a booking at St Michael's for your event. Please look online at our Property User's guide, which contains information about our premises and sets out the terms and conditions for hire.

Please complete this form and return it either by post or email to:

Cecelia Oliver, Parish Office, 85 Barnston Road, Barnston CH61 1BW.

cecelia@barnston.info

Charges from 1st January 2024

Rooms Hired –this includes use of kitchen for drink making etc	Charge per hour
St Michael's Full Site	£44
St Michael's Hall and Foyer	£36
St Michael's Foyer	£32
St Michael's Meeting Room (capacity 10-12)	£13
Use of dishwasher	Additional £10
Use of cooker	Additional £10

NB: All rubbish must be taken away and cannot be disposed of on the hall's premises.

There is a 25% discount on all charges for members of the church family, schools, or charitable purposes. There is a 25% discount for all regular users at 1st January 2024.

Payment Details

The fee is due 2 weeks before the date of hire. Payment by BACS is preferred, please pay *Barnston PCC* using a/c 00016049 and sort code 40-52-40, and cite the reference "Hall Hire" and your name. If paying by cheques, make the cheque payable to *Barnston PCC*. For any booking more than one month ahead, 50% deposit is payable immediately to secure the booking.

For those users who have a regular or weekly booking, the account should be settled before the end of the following calendar month.

Building Evacuation In the event of a building evacuation the person responsible is

.....

Are you aware of anyone in your party who requires assistance in the event of an evacuation? Yes/No

Health and Safety

Please sign below to indicate that you understand you are responsible for your group and its activities and that you agree to meet all relevant Health and Safety regulations, and especially cleaning the hall after use in the light of Covid-19.

Signed.....On behalf of.....Date.....

Name of Organisation		
Name of Hirer		
Email		
Telephone Number	Day: Evening:	
Address		
Type of Function		
Approximate Attendance		
Date(s) Required		
Room(s) Required (please tick or highlight in bold)	St Michael's Full Site St Michael's Hall and Foyer St Michael's Foyer St Michael's Meeting Room (capacity 10-12) Use of cooker Use of dishwasher	
Time Required		
Please enter the total cost you expect to pay: Please show your calculation.		

I have read the property users guide and agree to the terms and conditions of this booking.

Name Signature..... Date

For Office Use Only

Booking number:

Licenses and Public Liability Certificate

Yes/No

Booking manager Signature Date.....

Person responsible for securing building at end of hire

Confirmed Yes/No Contact Telephone number