

**BOOKING FORM AND TERMS OF CONDITIONS FOR USE OF PREMISES  
ST MARY MAGDALENE PARISH CHURCH**

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Completed form should be returned to Mrs K Irving, 92 Knockbreda Park, Belfast BT6 0HG or emailed to [kirving@talktalk.net](mailto:kirving@talktalk.net) (Mob: 07738569295)

<b>Name of Group/Organisation</b>	
<b>Purpose of Use</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Telephone No</b>	
<b>Email Address</b>	
<b>Hall Required</b> <i>(Please indicate Yes/No against each hall required)</i>	Upstairs Main Hall Downstairs Large Room (BB Room) Downstairs Small Room (Choir Room)
<b>Date(s) of use</b>	
<b>Time(s) of use</b>	
<b>Will heating be required?</b> <i>(If Yes, this will be discussed in advance)</i>	

***Please read and agree terms and conditions of use on next page.***

- 1 **Public Liability Insurance:** Users must have their own Public Liability Insurance. A copy of the valid insurance certificate must be returned with this booking form. Permission to use church premises cannot be granted without this.
- 2 **Child Protection:** Are any of your members under 18 years of age, or do they fall within the category of vulnerable adults Please answer **Yes** or **No**.  
  
If you answered Yes to this, you must produce a current copy of your **Safeguarding Trust Policy**.
- 3 **Charges:** Charges for use of the halls are made on a room basis (*see below for details and costs*)
- 4 **Payment of accounts:** **All accounts must be settled within one month of receipt of the Invoice.**
- 5 **Cancellation of booking:** We respectfully request that any cancellations are made at least 24 hours beforehand. Where cancellation notice is less than this, a heating charge (if applicable) will have to be levied.
- 6 **Car Parking:** Car parking within the church grounds is not permitted before 6.30 pm. Evening bookings may make free use of the church car park by arrangement. Sunday hall hire and parking are only available after 1.30 pm.
- 7 **First Aid:** A First Aid kit is available in the kitchen on the ground floor in the kitchen.
- 8 **Use of the Kitchen:** Children under 18 and vulnerable adults must not be present in the kitchen without adult supervision.
- 9 **General Housekeeping:** Users of halls must agree to tidy up and place all rubbish in bins provided. In particular, kitchen dishes **must** be washed and returned to cupboards. **Hall hire does not include the provision to store any equipment or props. All such items must be removed at the end of each session and the hall left in the state in which it was found.** Failure to comply with this will result in future bookings not being permitted.
- 10 **Exit Times:** **Premises must be vacated by 10.00 pm.**

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I wish to make a booking as outlined on page 1 and agree to the above Terms of Use:

Signed	Date
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**Checklist:**

Have you included?

- a valid certificate of Public Liability Insurance?
- Safeguarding Trust Policy? (if applicable)

**Parochial Hall Hire Charges from 1 June 2022**

Room	1 hr	2-3 hrs	up to 4 hrs	5-6 hrs	up to 7 hours	8+ hrs
Main	£20.00	£40.00	£60.00	£80.00	£100.00	£120.00
BB (large downstairs)	£14.00	£28.00	£40.00	£55.00	£70.00	£80.00
Choir (small downstairs)	£10.00	£20.00	£30.00	£40.00	£50.00	£60.00
Heating cost per hour	£12.00					