

St Martin's Church Centre - Regular Users Booking Form

Name of organisation:

Contact details: Name:

Address:

Tel: e mail:

When required: Weekly Monthly Other (specify).....

Term-time only: YES / NO. If yes, specify Term Dates: From:To:

Sunday am Start time:Finish time:pm Start time:Finish time.....

Monday am Start time:Finish time:pm Start time:Finish time.....

Tuesday am Start time:Finish time:pm Start time:Finish time.....

Wednesday am Start time:Finish time:pm Start time:Finish time.....

Thursday am Start time:Finish time:pm Start time:Finish time.....

Friday am Start time:Finish time:pm Start time:Finish time.....

Saturday am Start time:Finish time:pm Start time:Finish time.....

Note: The start and finish times are the times during which you will need access to the building.

Other information: (e.g. dates **not** required).....

Cancellations:

Regular hirers may cancel a booking FOUR weeks before the date of an event and the pre-paid hire charge will be refunded. Cancellation between FOUR weeks and ONE week before the booking will result in 50% of the hire charge being refunded. If notice of cancellation is less than SEVEN days before the booking, FULL payment of the booking charge will be required.

Kitchen use: Drinks & cold food only: YES / NO Hot food preparation: YES / NO

I have read the Conditions of Hire and Health & Safety Requirements and hereby confirm that they will be adhered to. I acknowledge that I have been shown the location of the exits, fire extinguishers and First Aid box.

I agree to abide by the Policy & Procedures for the Safeguarding of Children in the Parish of St Martin's, Desford (where applicable).

I understand that I am personally responsible for injury to individuals and any damage to premises, fixtures and fittings, however incurred, as a result of activities organised by me in the Church Centre.

I have/have not taken out public liability insurance to cover such risks.

Signed: Date:

Hire Charges

Hire of hall - Regular users: £10 per hour

Hire of kitchen for catering events: £15

No extra charge for regular users to make drinks e.g. tea and coffee

Forms should be returned to Pat Crane, 33 Parkstone Road, Desford, Leics LE9 9HY.

Cheques should be made payable to Desford PCC or payment can be made by bacs to Lloyds Bank. Sort Code 30 92 15. Account No: 00452618 – Desford Parochial Church Council