



**ST. MARY MAGDALENE  
PARISH CHURCH HALL  
DUKE STREET, SOUTH MOLTON**



**BOOKING FORM**

Hirer's Name .....

Address.....

.....

Post Code..... Tel. no:..... Mob: .....

Email address .....

Name of organisation or business represented ( if applicable ) .....

Period of Hire: : Day of week..... Date.....

Time (to include setting up and clearing away) From: .....To:.....

**If repeated bookings required please complete details on Page 2.**

Reason for hire (children's party/reception etc.).....

.....

Main Hall Yes / No\*

Meeting Room Yes / No\*

**N.B. For safety reasons maximum capacity of Church Hall is 100 ( Meeting Room alone - 25 )**

Do you wish to serve alcohol? Yes/No\* *Please note item '14' of our Terms & Conditions.*

I, as Hirer, have read the Terms and Conditions of Hire governing the use of St Mary Magdalene Church Hall and undertake to see that they are strictly observed.

I enclose the fee of £.....(Fees are as currently shown in our T&C's.)

Cheques are payable to "South Molton P.C.C. Church Hall".

The completed form, and rental fee, should be handed to the Booking Secretary in person, or posted to: St. Mary Magdalene Parish Church Hall, Duke Street, South Molton EX36 3AL . (BACS transfers to NatWest Bank quoting South Molton PCC Church Hall a/c no.06108695 and sort code 55-50-29. Please include your name or that of your organisation by way of reference.) ***Please don't send cash in the post.***

| <b>Hirer - please answer all questions below by ticking the appropriate box.</b>  | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| I have familiarised myself with the Hall and I am satisfied that the premises are suitable for the activity I intend to hold there.   |            |           |
| I have read the Terms and Conditions of Hire governing the use of St Mary Magdalene Parish Church Hall. I understand these, and undertake to see that they are strictly observed.   |            |           |
| I have* / My organisation has* Public Liability Insurance cover - see T&C's item '12'<br>( We may ask to have sight of a copy of this insurance.)<br>N.B. By answering 'no' you are confirming that your event is a non-commercial activity.                    |            |           |
| I have made myself conversant with the Safeguarding Policy – see T&C's item '13 – and agree that I will abide by the ethos of this statement and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority. |            |           |
| I confirm the availability of a mobile phone for emergency use  |            |           |
| I am aware of, and understand, the emergency procedures – see T&C's items 23,24 and 25  |            |           |

\* delete as appropriate

Signature of Hirer..... Date.....

**REPEAT BOOKINGS**

Period of Hire:: Day of week..... Date.....

Time (to include setting up and clearing away) From: .....To:.....

Please indicate as required:

Daily commencing on above date for ..... days.

Weekly commencing on above date for ..... weeks.

Monthly commencing on above date for ..... months.

Other: please indicate requirement .....

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- In respect of repeat bookings we would draw your attention to item '10' of our Terms and Conditions of Hire.
- Either party has the right to terminate this agreement at any time. T&C's and hire charges are subject to review.
- Payments for repeat bookings shall be paid in advance, at a minimum on a monthly basis.
- You will appreciate that the Hall is primarily a resource for the use of the Parish Church, and there may be occasions when long term bookings clash with the needs of the church. We will always try to give reasonable notice of the need to cancel, and try to provide alternative booking where that is practicable.