

OUR LADY OF GRACE, PRESTWICH

AGREEMENT FOR THE HIRE OF "THE COTTAGE"
HIGHFIELD ROAD, PRESTWICH

To be returned to:
The Booking Secretary
Our Lady of Grace
Fairfax Road
Prestwich
Manchester M25 1AS
Email: bookings@ourladyofgrace.co.uk

I/We hereby agree to hire "The Cottage" of Our Lady of Grace, Prestwich,
on the _____ day of _____ 20 ____.
for the purpose of _____
from _____ to _____ (give times).

Approximate number of people expected: _____

The event is for a parishioner

I/We attach £ _____ (the total cost of hire). I/We understand that half is
returnable if the booking is cancelled not less than two months from the date of
the function.

I/We hereby agree to abide by and conform to the attached Booking Terms and
Conditions of Hire which I/We have read.

Dated this _____ day of _____ 20 ____.

Signature _____

Full Name _____

Address _____

Post Code _____

Telephone No _____ Email _____

CHARGES FROM MAY 2023

£15.00 per hour or £50.00 for four hours. Minimum hire three hours.

9.00 am to 5.00pm Monday to Saturday, 1.00pm to 5.00pm Sunday.

Cheques payable to: Our Lady of Grace, Prestwich. OR Payment by Bank transfer
to Barclays Bank plc, sort code 20-55-34, account 60192309, 'Our Lady of Grace,
Prestwich'.

NB THIS FORM MUST BE RETURNED WITHIN SEVEN DAYS, OTHERWISE
THE PROVISIONAL BOOKING MAY BE LOST.

OUR LADY OF GRACE COTTAGE BOOKING TERMS
AND CONDITIONS OF HIRE FROM FEBRUARY 2020

GENERAL

- 1) A booking made by word of mouth will be held for seven days only pending return of completed booking form and full payment.
- 2) Any damages or breakages will be paid for by the Hirer.
- 3) If the booking is cancelled no less than two months before the date of the function, half the cost of hire will be refunded.
- 4) Our Lady of Grace and/or the Diocese of Salford shall not be liable for damages or otherwise for any injury to persons howsoever caused or loss or damage to property belonging to the Hirer and/or his/her guests whether in the Cottage or car park.
- 5) In the event of cancellation by Our Lady of Grace parish due to circumstances not apparent at the time of booking, Our Lady of Grace parish and/or the Diocese of Salford shall not be liable for damages or any expenses incurred by the Hirer.
- 6) The adults/parents organising the event will exercise a supervisory function and are responsible for safeguarding those who attend.
- 7) No alcoholic drink may be brought into the Cottage unless by prior arrangement.
- 8) The Cottage is a Parish facility primarily for use in conjunction with the Church and its services. It is available for use by groups associated with the Parish or for other purposes at the discretion of the Parish Priest.

The Cottage is owned by the Salford Roman Catholic Diocesan Trustees and can only be used for purposes which are consistent with the charitable objects of the diocesan trust. It is a condition of all hirings that the Cottage will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Cottage must be respected. Any breach or potential breach of this condition will mean that the use of the Cottage is withdrawn.

CATERING

- 9) The only Caterers approved for service in the Cottage and for using the kitchen are:
 - LORDS THE CATERERS, Whitevale Buildings, Market Street, Whitworth, Rochdale OL128QS. Telephone: 01706853251. Fax: 01706852509.
 - SLATTERY'S OF MANCHESTER, 197 Bury New Road, Whitefield, Manchester, M45 6GE. Telephone: 0161 767 9303. www.slattery.co.uk
 - No other Caterers will be allowed in the Cottage. **The only exception is where Hirers cater for themselves without payment to outside Caterers.** Where the Hirers have provided the catering themselves, the Hirer will bring plastic bags and remove all rubbish on the same day as the hire.