

# **OUR LADY OF GRACE PARISH HALL**

## **SCALE OF CHARGES**

FROM MAY 2023

Hall charges are £30.00 per hour with a minimum hire of four hours 9.00 – 11.45pm.

Use of the facilities for **Fund Raising or Charity or other Events**: by arrangement with the Secretary. Tel: 0161 773 2324.

Cheques payable to: Our Lady of Grace, Prestwich.

Direct payment to: Barclays Bank.

Sort code 20-55-34. A/C no 60192309. A/C name, TSDT Our Lady of Grace Prestwich

### **PLEASE NOTE - IT IS A CONDITION OF THE LICENCE THAT:**

- i) No alcohol of any description may be brought onto the premises other than by the licensee.
- ii) Intoxicating liquor shall only be sold or supplied for consumption on the premises, not outside.
- iii) No person under the age of 18 years may drink alcohol on the premises. The onus of proof of age is on the person. No person under the age of 14 years will be served from the bar.

### **Booking Secretary:**

Our Lady of Grace Presbytery  
Fairfax Road  
Prestwich  
Manchester  
M25 1AS  
Telephone No: - 0161 773 2324

Email: - [bookings@ourladyofgrace.co.uk](mailto:bookings@ourladyofgrace.co.uk)

The address of the Hall is Fairfax Road, Prestwich, M25 1AS but the entrance for vehicles is from Highfield Road, round the back of the church.

**OUR LADY OF GRACE, PRESTWICH**

**AGREEMENT FOR THE HIRE OF THE PARISH HALL**  
**FAIRFAX ROAD, PRESTWICH**

To be returned to: Our Lady of Grace Presbytery  
11 Fairfax Road  
Prestwich  
Manchester  
M25 1AS

I/We hereby agree to hire the Parish Hall of Our Lady of Grace, Prestwich,  
on the \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_  
for the purpose of \_\_\_\_\_

The event is for a parishioner

I/We shall require to hire:

HALL ONLY

HALL AND KITCHEN

HALL, KITCHEN & BAR

(Please select as appropriate)

from \_\_\_\_\_ to \_\_\_\_\_ (give times).

Approximate number of people expected: \_\_\_\_\_

For ALL EVENTS: -

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. OR: I/We have paid £ \_\_\_\_\_ directly via bank transfer.

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 \_\_\_\_\_ 202\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

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

# **OUR LADY OF GRACE PARISH HALL** **BOOKING TERMS AND CONDITIONS OF HIRE**

## **General**

The Hall is a Parish facility primarily for use in conjunction with the Church and its services, including baptisms, weddings and funerals. It is available for use by groups associated with the Parish or for other purposes at the discretion of the Parish Priest.

The Hall 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 Hall 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 Hall must be respected. Any breach or potential breach of this condition will mean that the use of the Hall is withdrawn.

- 1) The Hirer is invited to inspect the premises before booking and is referred to the "Fire Regulations" listed at the premises and agrees that his/her guests will adhere to the same. The Hirer shall familiarize themselves with the fire evacuation procedures and be responsible for ensuring adherence of the same.
- 2) A booking made by word of mouth will be held for seven days only pending return of completed booking form and full payment.
- 3) Any damages or breakages will be paid for by the Hirer.
- 4) If the booking is cancelled no less than two months before the date of the function, half the cost of hire will be refunded.
- 5) Gangways and passages in the hall, especially emergency exits, must be kept clear at all times.
- 6) 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 hall or car park. In the event of any accident the Hirer shall complete a report in the Accident Reporting log available in the hall.
- 7) 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.
- 8) The adults/parents organizing the event will exercise a supervisory function and are responsible for safeguarding those who attend.
- 9) The hall is licensed for music until 11.00 p.m. (10.30 p.m. on Sundays).
- 10) The hall is licensed for an occupancy of 200 people.
- 11) Bookings are only accepted on the understanding that users and their organisations are compatible with the ethos, social and moral teachings of the Catholic Church.
- 12) Nothing may be attached to the walls in the hall, not even with Sellotape or BluTack. There is a special large noticeboard for attaching such things as photos and stickers and also hooks on the mirrors for attaching decorations etc, and decorations may also of course be put on tables.

## **BAR**

- 13) No one under the age of 18 may purchase or drink alcoholic liquor in the hall.
- 14) No alcoholic or other drink may be brought into the hall. If you wish to have any unusual or special drinks, please write what you need on the booking form and we will purchase for you.
- 15) All drinks must be consumed in the hall itself, and not in the foyer, toilets or outside. Drinks must not be taken out.
- 16) **The bar will close and music cease by 11.00 p.m. (10.30 pm on Sundays). Drinks must be finished by 11.15 p.m. and all guests are required to leave the premises no later than 11.45 p.m. (11.15 pm on Sundays).**

## **CATERING**

- 17) The only Caterers approved for service in the hall and for using the kitchen are:
  - LORDS THE CATERERS, Whitevale Buildings, Market Street, Whitworth, Rochdale OL12 8QS. Telephone: 01706 853251. Fax: 01706 852509.
  - SLATTERY'S OF MANCHESTER, 197 Bury New Road, Whitefield, Manchester M45 6GE. Telephone: 0161 767 9303. [www.slattery.co.uk](http://www.slattery.co.uk)
  - No other Caterers are allowed in the hall. The only exception is where members of the Hirer's family cater for themselves without payment to outside Caterers.
- 18) Where members of the Hirer's family have provided the catering, the Hirer will bring plastic bags and remove all rubbish on the same day as the hire.

## **SECURITY**

- 19) The Hirer shall arrange for at least one person to oversee the function for security reasons for the duration of the hire.

## **TERMS AND CONDITIONS**

- 20) The Hirer is responsible for informing all guests of these Terms and Conditions.