

OUR LADY OF GRACE, PRESTWICH

REGULAR USE BOOKING FORM/AGREEMENT FOR THE HIRE OF THE PARISH
HALL, FAIRFAX ROAD, PRESTWICH M25 1AS

NAME OF GROUP:

ACTIVITY:

FREQUENCY: *Weekly/Fortnightly/Monthly*

START DATE:

TIME OF EACH SESSION: START END

NUMBER OF HOURS

HIRER'S NAME:

(Group Representative)

TELEPHONE NUMBER

EMAIL ADDRESS

Please inform us of any dates when you will not be using the cottage.

I agree to abide by the Terms and Conditions of Hire which I have read.

HIRER'S SIGNATURE

DATE

TO BE RETURNED TO:- bookings@ourladyofgrace.co.uk

CHARGES

Hall Charges are £30.00 per hour with a minimum of three hours 9.00 – 11.45pm.

Times by arrangement with Our Lady of Grace. On Sundays bookings available from 1.00pm.

Payment by Bank Transfer to:-

Barclays Bank, Sort Code 20-55-34, A/C number 60192309, TDST Our Lady of Grace,
Prestwich.

*Please state the name of the organisation in the reference on the Bank Transfer/Standing
Order and the date(s) for the hire of the premises.*

OUR LADY OF GRACE PARISH HALL
BOOKING TERMS AND CONDITIONS OF HIRE
FOR REGULAR USERS

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.

USE OF THE HALL (the Premises)

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 would 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 Any breach or potential breach of this condition will mean that the use of the Hall is withdrawn.

BOOKINGS

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.

If the booking is cancelled no less than two months before the date of the activity, half the cost of hire will be refunded.

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.

If the Hirer has a regular booking for the hire of the premises, Our Lady of Grace/Salford Diocese reserves the right to renew, vary or cancel any such regular arrangements.

FIRE REGULATIONS/SAFETY

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.

The Hirer is responsible for checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and has been P.A.T. tested.

Gangways and passages and especially emergency exits, must be always kept clear.

The adults/parents organizing the event will exercise a supervisory function and are responsible for safeguarding those who attend.

GENERAL

Car parking is permitted in the church car park subject to availability. Neither the parish priest, the parish nor the diocesan trust shall be liable for any loss or damage, howsoever occurring, to vehicles parked in the church car park.

Our Lady of Grace and/or the Diocese of Salford shall not be liable for any injury to persons howsoever caused, nor for any damage to or loss of 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 and report all accidents involving any individual(s) to the parish priest/bookings secretary as soon as possible.

Any damages or breakages to the Hall will be paid for by the Hirer.

Damages and breakages to be reported to the parish priest/bookings secretary within 24 hours of the incident.

The Hirer shall permit the parish priest and/or parish representative to enter the premises at all times during the hire period.

TERMS AND CONDITIONS

The Hirer is responsible for informing all users of the Terms and Conditions.