

OUR LADY OF GRACE, PRESTWICH

REGULAR USE BOOKING FORM/AGREEMENT FOR THE HIRE OF THE COTTAGE,
HIGHFIELD 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

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

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 COTTAGE
BOOKINGS TERMS AND CONDITIONS OF HIRE
REGULAR USERS

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.

USE OF THE COTTAGE (the Premises)

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 Any breach or potential breach of this condition will mean that the use of the Cottage is withdrawn.

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 function, 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.

SAFETY

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 Cottage or car park. In the event of any accident the Hirer shall complete a report in the Accident Reporting log available in the Cottage and report all accidents involving any individual(s) to the parish priest/bookings secretary as soon as possible.

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.

The passageway to the entrance/exit door in the Cottage must be kept clear at all times.

The adults/parents organizing the activity 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.

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

Any damages or breakages to the Cottage 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.

No alcoholic drink may be brought into the Cottage unless by prior arrangement.

TERMS AND CONDITIONS

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