

APPLICATION TO HIRE ST MARK'S HALL FACILITY - 2020

TO BE USED WITH TERMS & CONDITIONS BOOKLET

I wish to make a booking for the:

HALL/ LOUNGE/ COMMITTEE ROOM* (*delete as appropriate*).

Booking required on the following date(s)/days(s) (continue on a separate page if necessary)

Day	Date	Time from	Time to

NB: The time booked must include any time required for preparation and clearing up. For bookings outside of our office hours (Mon-Fri 9.30am-1.30pm) it is your responsibility to make sure you have a key. Keys can *only* be collected during office hours.

NATURE OF FUNCTION _____

I have read the conditions of hire, am in full agreement with them and return the signed slip. *Note that for Parties we require a £50 cash or cheque deposit **in addition to** the hire charge.*

Signed _____.

Position held _____

	Details of person making booking: <i>Important: This person will be responsible for any activities that contravene the hire conditions and/or for any damage caused during the event.</i>	Responsible person: <i>Important: This person MUST be present throughout the entire function.</i>	Invoice to be sent to:
Name			
Address			
Tel no			
Email			

Please return completed form to: the address at the top of the form, or email the completed form to: office@st-marks.net Thank you. Cheques payable to "St Marks PCC". Bank transfer details available on request.

Please give as much detail as you can:

Please provide a general description of the function? (Please include an estimated number of Guests/ people present)

Do you intend to hire in any organisations? (E.g. Caterers, Soft Play, Bouncy Castle)

Do you intend to play any music? (if so, until what time? Note: that as we are in a residential area, music should be **at a reasonable volume** and off by 11pm). Also please note that if you open the doors/ windows the music needs to be turned down.

Do you intend on serving any food or drinks? (If the Kitchen is required it must be booked separately and the appropriate food hygiene regulations followed – including the presence of someone with a Food Hygiene Certificate. There is an additional charge and separate form for this).

Do you intend to serve any alcoholic beverages? (St Mark's does not have a licence for selling alcohol – if required you need to arrange this independently and give a copy to the church office.)

Hire charges:

Hours	1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0
Hall	28.00	33.00	38.00	43.00	48.00	53.00	58.00	63.00	68.00
Community lounge	21.70	24.30	26.90	29.50	32.10	34.70	37.30	39.90	42.50
Committee room	14.00	15.70	17.40	19.10	20.80	22.50	24.20	25.90	27.60

Kitchen: £18 for morning or afternoon, £36 all day.

Please ask for details of longer hire periods.

Note that the information you provide will only be used for purposes related to your booking. Our Privacy Policy can be found on the Church's website: www.st-marks.net

For office use:

Key needed _____ . Key Collected _____ . Key Returned _____ .

Invoice: Amount _____ . Paid: _____ .

Deposit: Paid: _____ . Returned: _____ .