

The Parish Church of St. Patrick, Drumbeg
BOOKING APPLICATION FORM
FOR THE HIRE OF PARISH HALL FACILITIES

To be submitted prior to any Hiring

Name of Applicant:

Address:

Post Code:

Tel. No. _____ E-Mail Address: _____

Name of Group/Club/Society for whom Application is Made: _____ Charity Registration No. (If applicable): _____

Purpose for which letting is requested:

Day & Date/s Required: _____ Estimated Numbers Attending: _____

| Room(s) Required: | Please tick relevant boxes | TIMES REQUIRED | | | | Cost Per Hr | Please Note |
|-------------------|----------------------------|----------------|--------|-----|--------|-------------|---|
| | | From: | | To: | | | |
| MAIN HALL | | | am/pm* | | am/pm* | £30.00 | The time required must include the time to set-up, clear-up and vacate as charges will be made for the full time the facilities are in use. |
| MINOR HALL | | | am/pm* | | am/pm* | £20.00 | |
| FOYER | | | am/pm* | | am/pm* | £15.00 | |
| KITCHEN | | | am/pm* | | am/pm* | £10.00 | It is the responsibility of the Hirer to ensure that all Food Handlers have had Instruction in the Safe Handling and Preparation of Food prior to using the Hall Kitchen. |

▲*Delete as necessary▲

Please ensure that you read the **Terms and Conditions for the Hire of St. Patrick's Parish Hall Facilities** which accompany this application, before making a firm booking.

Confirmation:

I undertake to indemnify and keep indemnified, St. Patrick's Parish Church Drumbeg and the Church Select Vestry, against all claims arising out of this Letting, whether made by third parties or otherwise.

Hirers must, at the same time as submitting this application, produce a Public Liability Insurance Certificate (this should be for a minimum of £5 Million) against their risks. This insurance must satisfy the Church Insurers that there is sufficient cover before confirmation of booking can be made. Failure to comply with this request will result in this application being rejected.

Signature of Applicant:

You are also signing to confirm that you agree with and will comply with the Terms and Conditions.

Date: