



SINGLE EVENT BOOKING FORM

email: admin@bowdonchurch.org 0161 929 1537

Name:
Type of Booking:
Restrictions: Bouncy castles are only permitted in the Small Hall. No Halloween themed parties. No Sellotape.
Approximate numbers:

Day/Date	Time <i><u>to include setting up and clearing after event</u></i>		No of hours	Room	Weekday Hourly Rate	Weekend Hourly Rate	Hire Charge
	from:	to:					
				o PC Large Hall * Restrictions apply	£35.00	£39.00	£
				o PC Small Hall	£28.50	£33.50	£
				o PC Meeting Room	£25.50	£30.50	£
				o St Luke's (main hall)	£35.00	£39.00	£
				o St Luke's (meeting room)	£17.00	£17.00	£
				o St Mary's	£48.00	£58.00	£
						Total Hire Charge	£
Is alcohol to be provided by the Hirer?			Yes/no (Delete as appropriate. Please see reverse.) NB. For St Luke's hire, glassware is not provided.				
Any additional information							

I would like to hire the above facilities and **I HAVE READ AND ACCEPT THE CONDITIONS OF HIRE.**

NB: Bookings are only confirmed on receipt of a completed booking form, deposit and our acknowledgement email

I will BACS my payment of £ to Bowdon PCC: 05001455, 51-61-11 (please use the reference: BOOKING and either PC or SL depending on venue)

Signed:

Date:

Address:

Email:

Phone:

* Large Hall Restrictions: This room can become very warm however windows and doors are not permitted to be opened when amplified music is played.

CONDITIONS OF HIRE

- The booking is for the room shown on the booking form at the time specified and only this may be used. The booking does not include use of the foyers (other than for access) which must not be obstructed. The PCC reserves the right to charge the hirer for unauthorised use of another room. Bookings that exceed the agreed times will be surcharged at the hourly rate of hire.
- The hire charge is as shown on the booking form. A **minimum non-refundable deposit of £17.50** must be paid by the hirer upon booking and returned with the booking form to secure the room. The hire charge must be paid in full cleared funds prior to the date of the booking.

Cancellation: If the hirer cancels the booking within one week (inclusive) before the date of the booking, the hirer will be liable for 100% of the hire charge. If the hirer cancels the booking within one to two weeks (inclusive) before the date of the booking, the hirer will be liable for 50% of the hire charge. The hirer agrees to pay such amounts upon receipt of an invoice.

- If the hirer wishes to plan their event before receiving a confirmation email that the room has been reserved the hirer does so at their own risk. The PCC reserves the right to decline a booking, to cancel a booking due to unforeseen circumstances or to change a room from the one booked. If a booking is cancelled by the PCC, any monies paid will be refunded to the hirer.

Noise and Light

- Noise level restrictions are in place. If music is played at any time all windows and external doors must be kept closed. The blinds on all windows MUST be kept closed for ALL events during hours of darkness. Please respect our neighbours and other hirers.

Access and Security

- The caretaker will open the premises at the start time and will lock the premises at the finish time specified on the booking form. It is the responsibility of the hirer to ensure that the premises are always secure during the hire period.
- The event must be finished, and the hirer must ensure that the room is tidied (including kitchen and toilets used), by the finish time specified on the booking form. No bookings will be accepted for events finishing after 8pm at the Parish Centre. It is the responsibility of the hirer to leave the room used in a clean and tidy state, floors swept, surfaces used wiped, and crockery/cutlery used washed and put away by the finish time specified on the booking form.
- Children must be accompanied by a responsible adult and are **not permitted in the kitchen at any time**.
- **NO PARKING** on site at the Parish Centre except for the hirer. All guests must make use of the plentiful free parking within 2 minutes' walk of the Centre. **No parking in either of the reserved bays.**

Use of Equipment

No items shall be affixed to walls nor hung from the light gantries without prior consent. The hirer must not alter or tamper with any fixtures or fittings including but not limited to temperature controls. The use of Sellotape is not permitted.

- The use of combustible materials and ignition of flames (including but not limited to smoke machines, fireworks and fires) within the premises and on the premises grounds, car park and gardens is not permitted. Deep fat fryers are not permitted. No events that may involve damage to the fabric of the premises (including but not limited to events involving roller blades and skates) are permitted. No bouncy castles or similar inflatable items are permitted without prior consent and can only be sited in the Small Hall. If using a bouncy castle, a protective mat MUST be in place underneath to protect the floor from damage. We reserve the right to charge should these rule not be adhered to.

Licensing

- If the premises are used for any musical event where the music is the sole reason for the event, e.g., a disco or advertised dance event, a 'temporary event notice' under the Licensing Act 2003 must be obtained by the hirer. The sale of alcohol is not permitted without an appropriate licence. The hirer is responsible for obtaining any relevant licence required for their event. The hirer is responsible for arranging any special insurance needed. The hirer shall provide copies of such licence or insurance certificate to the office in advance of the booking.

Liability

- The PCC reserves the right to charge the hirer for any damage to the venue and/or items belonging, which occurs during the booking, and for any cleaning required where the hirer has failed to clean up after their event as referred to above. The hirer agrees to pay such charges immediately upon receipt of an invoice.
- Bowdon PCC do not accept any liability for any loss damage or theft of any items brought into their venues by the hirer. Bowdon PCC cannot be held liable for any expenditure incurred or any loss of profit or earnings suffered by the hirer if the booking is cancelled or amended. Bowdon PCC liability is limited to the value of the booking. This does not affect the hirer's statutory rights. In the event that any of these Conditions of Hire are not adhered to, the PCC reserves the right to require the hirer to leave the premises and no refund will be provided. The PCC reserves the right to invoice the hirer for all reasonable costs incurred and the hirer agrees to pay such costs immediately upon receipt of an invoice.
- The hirer is responsible for any accident/injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. An accident book is on site and should be completed in the event of an incident. The duty caretaker should be informed and any apparatus or equipment involved, retained for inspection. Hirers should check their home insurance cover to ensure public liability cover extends to the organising of this event.