

# Our Lady of the Angels RC Church

Coton Road, Nuneaton CV11 5UA email: oloangels.nuneaton@rcaob.org.uk TEL: 024 76382139



## **Booking Form and Terms and Conditions of use.**

Name of Hirer: _____		
Address including email: _____		
Telephone: _____		
Date & time required _____	Number of hours: _____	
Approximate number of guests: _____		
Reasons for use (ie party, meeting, fundraising) _____		
<b>OFFICE USE:</b>		
Deposit: <input type="text" value="£100"/>	Date Paid: <input type="text"/>	Date Refunded: <input type="text"/>
Event fee: <input type="text" value="£"/>	Due no later than: <input type="text"/>	
<b>Details for Bank Transfers—Account Name: RCAOB Nuneaton O LDY Sort code: 54 21 13 Account Number: 49567225</b>		

To ensure that the Parish Hall and Facilities can continue to be enjoyed by both Parish Groups and those who hire it for events and Functions, we ask ALL Hirers/Users of the Hall premises read, observe and agree to the following general terms of use.

**The hourly rate is £20**, whether you use the main large Hall or the smaller Lounge room, or both. This fee includes the use of the kitchen and all it's facilities (cooker, microwave, dishwasher, fridge, crockery, cutlery, glasses and tea towels, additional tables and chairs, if required, and is chargeable from the moment you enter the building until you leave. If you wish to decorate the hall you will be charged from the moment you enter, until your event is finished, but please do NOT use blu-tac or cello tape on the walls. This is because we do not allow anyone else to use the Hall whilst your decorations are in place, this is for your benefit. Free WiFi is available, details are found on the Notice Board as you enter the main doors

**A £100 deposit** is required to secure your booking, no booking is confirmed until this is paid so the date is open to others. The deposit is in lieu of damages incurred during your event and if all terms and conditions are not met when you leave the Hall your deposit may not be returned to you. The deposit would be refunded to the hirer in the event of the Church cancelling your booking. All fees must be paid at least one week prior to your event date. This can be paid by cash to the parish office, or as a bank transfer, details of which can be found above. Receipts are issued for all payments.

**Decorations** please do NOT use staples or drawing pins on the stage area or walls, they cause damage and if not removed properly someone could get hurt by them. No blu-tac on the walls as this leaves unsightly marks. **Do NOT use/move ceiling tiles to hang decorations as they are being damaged by this and are only on a frame.** Please note that bouncy castles are not allowed as they cause damage to the ceiling tiles and smoke machines set off the

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## Health and Safety.

No children are allowed in the table storage room for Health and Safety reasons. Children must not be allowed, unsupervised, in the toilets and kitchen. Ensure all Fire doors are unobstructed at all times.

Please tick to confirm compliance

DO NOT—wedge or prop open Fire Doors.....

NO NOT move Fire extinguishers from their designated positions.....

NO BALL games allowed.....

NO Bouncy castles.....

No Smoke Machines.....

NO food/drink or glasses to be taken out into the carpark area.....

All rooms, including toilets and kitchen, must be left in the condition they were found in and all furniture must be returned to original positions and floors cleaned (brooms, dustpan and brush and mops and buckets can be found in the table storage cupboard)

Please bring black rubbish bags with you as **ALL** rubbish created must be removed from the premises by the person responsible for hiring the Hall.....

## **Not permitted on Premises at Any Time:**

Smoking is strictly NOT permitted inside the building.

Evidence or use or allowing use of Prescribed or Controlled Drugs on Premises will mean prosecution of those permitting or using.

Alcohol is permitted for celebratory purposes (within reason) but must NOT be sold at any time on or around the premises as we do not have a licence for this.

## **AGREEMENT**

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF USE.** I have also completed booking details and paid the Security deposit of £100 which will guarantee my booking. I understand that this will be refunded no later than 10 days after my event as long as the premises are left in the condition of these Terms and Conditions. I understand that if the premises are not left in an acceptable state and cleaning, moving of furniture, or removal of rubbish is required then any refund will depend upon extra cost incurred. I agree to inform the Parish Office of any breakages and to pay and subsequent cost incurred.

Signed..... Dated .....