

OUR LADY OF GRACE, PRESTWICH

SINGLE USE BOOKING FORM/AGREEMENT FOR THE HIRE OF THE
COTTAGE, HIGHFIELD ROAD, PRESTWICH M25 1AS

I hereby agree to hire "The Cottage" of Our Lady of Grace, Prestwich, for the event (purpose) and period as described below.

EVENT DETAILS

Event (purpose) for which the cottage is being hired

Date of event

Start time End time

Approximate number of people expected to attend

HIRER'S DETAILS

Name

Address

Postcode

Telephone Number

Email Address:

DECLARATION

I agree to abide by and conform to the attached Booking Terms and Conditions of Hire which I have read.

Date Signature

I have paid £ directly via bank transfer.

THIS FORM MUST BE RETURNED AND PAYMENT MADE WITHIN 7 DAYS OR THE PROVISIONAL BOOKING MAY BE LOST. 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. Bookings available from 1.00pm Sunday.

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 date of the event and surname of the person making the booking.

OUR LADY OF GRACE COTTAGE
BOOKINGS TERMS AND CONDITIONS OF HIRE
SINGLE USE

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 Any breach or potential breach of this condition will mean that the use of the Cottage is withdrawn.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

A booking made by word of mouth will be held for seven days only, pending return of the completed booking form and payment.

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.

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 event 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.

PREPARATION AND CLEANLINESS

The Hirer is responsible for setting up the premises for their use.

The premises must be left in a clean and tidy condition and all rubbish must be placed in the bins provided or placed in the skip at the front of the Hall adjacent to the car park on Fairfax Road. Plastic bags to be brought by the Hirer. Tables and chairs are to be returned to their original position at the end of use.

No additional cooking facilities are to be introduced into the premises.

Access to the Cottage is by a Key Safe.

It is the responsibility of the hirer to ensure they have received the key code before accessing the premises. Failure to do so may result in the inability to access the premises.

A few days prior to your event you will receive a code with instructions for the Key Safe by email.

CATERING

The only caterers approved for service in the Cottage and for using the kitchen are:

LORDS THE CATERERS, Whitevale Buildings, Market Street, Whitworth, Rochdale, OL12 8QS.
Telephone 01706 853251

SLATTERY'S OF MANCHESTER, 197 Bury New Road, Whitefield, Manchester, M45 6GE.
Telephone 0161 767 9303, www.slattery.co.uk

No other caterers are allowed in the Cottage. The only exception is where members of the Hirer's family cater for themselves without payment to outside caterers.

Where members of the Hirer's family have provided the catering, the Hirer will bring plastic bags and remove all rubbish on the same day as the hire.

SECURITY

The Hirer shall arrange for at least one person to oversee the function for security reasons for the duration of the hire.

TERMS AND CONDITIONS

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