

OUR LADY OF GRACE, PRESTWICH

SINGLE USE BOOKING FORM/AGREEMENT FOR THE HIRE OF THE PARISH HALL,  
FAIRFAX ROAD, PRESTWICH M25 1AS

I hereby agree to hire the Parish Hall of our Lady of Grace, Prestwich, for the event (purpose) and period as described below.

**EVENT DETAILS**

Event (purpose) for which the hall is being hired

Date of event

Start time  End time

Approximate number of people expected to attend

We require the use of  (HALL / HALL and KITCHEN / HALL, KITCHEN and BAR)

**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.

I understand that half of this fee is refundable if the booking is cancelled more than two months in advance of the date of the event.

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](mailto:bookings@ourladyofgrace.co.uk)

**CHARGES**

Hall charges are £30.00 per hour with a minimum hire of three hours 9.00am – 11.45pm.

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 PARISH HALL  
BOOKING TERMS AND CONDITIONS OF HIRE  
SINGLE USE

The Hall is a parish facility primarily for use in conjunction with the church and its services, including baptisms, weddings, and funerals. 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 HALL (the Premises).**

The Hall 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 Hall 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 Hall must be respected. Any breach or potential breach of this condition will mean that the use of the Hall is withdrawn.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.

**FIRE REGULATIONS/SAFETY**

The Hirer is invited to inspect the premises before booking and is referred to the "Fire Regulations" listed at the premises and agrees that his/her guests will adhere to the same. The Hirer shall familiarize themselves with the fire evacuation procedures and be responsible for ensuring adherence of the same.

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.

Gangways and passages and especially emergency exits, must be always kept clear.

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.

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 Hall or car park. In the event of any accident the Hirer shall

complete a report in the Accident Reporting log available in the Hall and report all accidents involving any individual(s) to the parish priest/bookings secretary as soon as possible.

Any damages or breakages to the Hall 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.

The Hirer shall permit the parish priest and/or parish representative to enter the premises at all times during the hire period.

The Hall is licensed for music until 11.00pm (10.30pm on Sundays).

The Hall is licensed for an occupancy of 180 people.

### **PREPARATION AND CLEANLINESS**

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

Nothing may be attached to the walls or ceilings which may cause damage to the premises. There is a special large noticeboard for attaching such things as photos and stickers, and hooks on the mirrors for attaching decorations. Decorations may also of course be put on tables.

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 Hall 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.

### **BAR**

No one under the age of 18 may purchase or drink alcoholic liquor in the Hall.

No alcoholic or other drink may be brought onto the premises other than by the licensee. The onus of proof of age is on the person. No person under the age of 14 years will be served from the bar.

If you wish to have any unusual or special drinks, please write what you need on the booking form and we will purchase for you.

All drinks must be consumed in the Hall itself and not in the foyer, toilets or outside. Drinks must not be taken out.

The bar will close and music cease by 11.00pm (10.30pm on Sundays). Drinks must be finished by 11.15pm and all guests are required to leave the premises no later than 11.45pm (11.15pm on Sundays).

### **CATERING**

The only caterers approved for service in the Hall 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](http://www.slattery.co.uk)

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

Where members of the Hirers 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.