

IN ORDER TO CONFIRM YOUR BOOKING PLEASE RETURN COMPLETED FORM ALONG WITH THE FEE TO ST MARY'S PARISH HOUSE WITHIN 7 DAYS.

ST MARY'S CHURCH HALL

CHARITY No SC 0105076



APPLICATION FOR LET

NAME	
ADDRESS	
TEL No	

TYPE OF FUNCTION(e.g birthday)	
DATE OF FUNCTION	
TIME FROM TIME TO	

Access to the hall before functions for decorating tables etc. can be arranged by phoning 01294 467468.

CONDITIONS OF LET:

1. The fee for renting the hall is £10 plus £10 if kitchen is required. A non-returnable deposit of 50% of the fee will be payable along with this completed form within 7 days and the balance of the fee 7 days before the let date.
2. Application for Let must be at least 28 days in advance if bar facilities are required.
3. All functions to finish by 12 midnight at the latest and the hall vacated 30 minutes after finish. The bar will close at 11.45pm.
4. Lessees will be liable for any damage to the Hall and will be required to make good the cost of replacement or repair.
5. Decorations/posters etc. are not to be attached to the hall walls with drawing pins, blue-tak or similar. No confetti.
6. Under current legislation smoking is not permitted in any part of the building.
7. All food and food containers belonging to the Lessee must be removed from the hall immediately following Let.
8. Children attending functions should be supervised and kept away from the bar area.
9. Noise must be kept to an acceptable level (we have neighbours).
10. No lets for 18th or 21st birthday parties will be accepted (unless the family is known in the parish)

I HAVE READ AND AGREE TO ACCEPT CONDITIONS OF LET

Signed:

Date: