



St Mary the Virgin, Rickmansworth
Serving the whole community

To: Church Administrator,
The Church Office,
Church Street,
Rickmansworth,
Hertfordshire
WD3 1JB

Tel: 01923 721002
email: churchoffice@stmarysrickmansworth.org.uk

Request to Hire Facilities at St Mary's Church Centre

(Subject to the Conditions of Hire, a copy of which I have received and read)

Please note: a booking will not be confirmed until a booking form and payment have been received.

Booking Details

Invoice Details *(If different)*

Contact Name:	Contact Name:
Organisation:	Organisation:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

Activity for which Centre is required (eg Children's Party, Flower Show etc)

Facilities Required			
Main Hall		<i>Are external caterers or entertainers being used?</i>	<i>Yes / No</i>
Room 1		<i>Name of firm/s</i>	
Kitchen		<i>Phone number/s for firm/s</i>	
Courtyard		<i>Time/s of arrival for firm/s</i>	

Booking Dates

<i>Date (s)</i>	<i>Start time of Hire</i>	<i>End time of Hire</i>	<i>No of People</i>	<i>Purpose</i>

Additional Information / Comments

Notes:

- 1. Timings: Please ensure you have booked adequate time before and after your event to allow for set-up and take-down.**
2. Cancellations: All bookings cancelled within one week of booking date will be subject to a 100% charge. All bookings cancelled within two weeks of booking date will be subject to 50% charge. All bookings cancelled with at least two weeks notice will not be subject to charge.
3. If the Church Centre is required for Church use, this use will take precedence over other bookings. Every effort will be made to notify Hirers well in advance.
4. Disposal of rubbish: All rubbish, including items for recycling, must be removed from the premises.
5. Please do not attach any decorations etc. to the walls as removal can cause damage to the surface.
6. Upon leaving the premises please ensure that: all lights are switched off, including in the toilets; all internal doors are closed.
7. If doing any of the following:
Performing plays, Showing films, Playing live music, Playing recorded music, Serving alcohol, you must check the requirement for a Temporary Event Notice issued by Three Rivers district Council.
8. If undertaking activities with children present it may be required that the responsible adults hold a current CRB/ISA clearance. Copies of the clearances may be required by the Church Council. Clearances will not normally be required for private party bookings.
9. Insurance:
 - (a) Commercial Hirers are responsible for ensuring appropriate insurance policies are in place. The amount of Public Liability Cover should be at least £7,500,000 which is the same as the Church's liability cover. The Church Council may require evidence of the Policy and the renewal payments of the premium.
 - (b) Private hirers should check that their household insurance is sufficient as they will be held liable for any damage caused or injury to third parties.

I have read and agree to abide by the Booking, Insurance and Conditions of Use requirements.

Signature _____ **Date** _____

The Church Council accept no liability for loss or damage of any items
left in the Church or Church Centre