

# SAINT BARTHOLOMEW'S PARISH, CASTLEMILK

## HIRE of the PARISH HALL

*Before submitting this form for the consideration of the Parish Priest, you should carefully read the terms and conditions of hiring on the back of this form. The application will only be considered when these conditions have been accepted by the hirer.*

### ***About the proposed event***

Date of proposed event	
Proposed event : Start Time	
Proposed event : End Time	
Nature of event	
Number of people expected	
Number of children	
Supervision of children (by whom)	

### ***The person making the booking***

Name of person responsible	
Address	
Telephone number	
Email address	

### ***Safeguarding:***

If your group works with children or vulnerable groups, it is your responsibility to ensure that the relevant Safeguarding policies and PVG certificates are in place.

Please sign to indicate full compliance:

Signed	
Print Name	
Date	

***Acceptance***

I confirm I have **read and accept** the conditions of hire

Signature

Date

# SAINT BARTHOLOMEW'S PARISH HALL, CASTLEMILK

## CONDITIONS of HIRE

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1. Parish use of the hall takes precedence over private hires. The hall is not normally available for hire on weekday evenings.
2. Application to hire the hall must be made as soon as possible, and not less than four weeks prior to the proposed event. Hire costs a donation of £15/hour. Payment should be submitted with the completed application form. Should the completed application form and appropriate payment not be received prior to the proposed event, the booking may not be processed, and the hall may be made available to other interested parties.
3. Hire of the hall is conditional on the availability of the Parish Priest or his delegate. He will hold keys for the hall and will be responsible for setting security systems etc.
4. Hall capacity is 80 people.
5. The "person responsible" named overleaf is fully responsible for the conduct of the event itself and the guests who attend.
6. Bad conduct will not be tolerated e.g.: swearing, sectarian songs, and general unruly behaviour.
7. Evening functions must conclude by 11:15pm.
8. At end of event, chairs and tables must be returned to their original positions and in a tidy manner.
9. Previous access to the hall on the day of the event is strictly by arrangement with the Parish Priest and will depend on other events taking place.
10. St. Bartholomew's Parish accepts no liability for the loss or damage to anyone's property during the let.
11. Car parking is at the car owners' risk. Access to the garages adjacent to the hall door must be kept clear at all times.
12. The hall must be left in the condition found on let. The organiser is responsible for ensuring any crockery, cutlery or trays utilised during functions are cleaned and that all rubbish is disposed of in the large refuse container adjacent to the hall door. No confetti or chewing gum permitted.
13. Nothing should be attached to any walls or paintwork: no drawing pins, nails, blu tac, etc.
14. The hall does not operate a bar and does not hold a license. Alcohol must not be sold on the premises.
15. The catering facilities in the hall are restricted. If food is to be consumed, the organiser must be acquainted with and adhere to relevant Health and Safety Regulations.
16. The hall is defined as a public place and smoking is not permitted in the hall or the hall entrance. Smoking is only permitted in the designated smoking area at the side of the hall.
17. Payment can be made by cash or cheque. In the event of cheque payment, please make payable to "St. Bartholomew's Parish Hall".

**Please note, any requests for hall hire should be made on the form overleaf and returned with payment to the parish priest. The parish priest will review the request and provide you with confirmation, if accepted.**