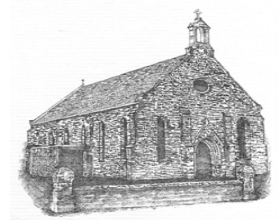


# ST MARY'S PARISH HALL

ARDROSSAN ROAD, SALTCOATS, KA21 5BW



HALL KEEPER & BOOKINGS CO-ORDINATOR: PAT OR TRINA MCEVOY (467468)

## BOOKING FORM

Full Name:	Please use BLOCK CAPITALS	
Address:		
Contact Telephone:		
Purpose of Booking:		
<i>(We do not take bookings for 18th Birthday Parties and only parishioners may use the hall for a 21st)</i>		
<p>The hall may not be used for any other purpose other than the one stated above. You may not book the hall for one purpose and use it for another or multiple purposes. For example you may not book the hall for a 50th Birthday party and link it with an 18th or 21st. The Booking will be immediately cancelled if this occurs and no refund for any loss incurred whatsoever will be given. Couples booking for an engagement/wedding reception must also speak with Fr Jim.</p>		
Date Requested		
Time Requested	FROM:	
	TO: (No later than <u>11pm</u> )	
<p>In signing below I agree to the <b>CONDITIONS OF BOOKING</b> which I received with this Booking Form. I have read and retained them and will comply fully with them.</p>		
Signed:	(1)	
If signing for an organisation please read point 5 of the Conditions of Booking.	(2)	

# ST MARY'S PARISH HALL



## CONDITIONS OF BOOKING:

(Please retain for your future reference)

1. Church use is given priority-even over regular bookings.
2. If a regular Booking, as much notice as possible will be given when Hall is needed for Church purposes.
3. The rates of hire are available from the Booking Co-Ordinator/Parish Office.
4. Payment must be made with this Booking Form to the co-ordinator or at the Parish Office before the event-unless agreed otherwise (Cheques should be made payable to "St Mary's").
5. If booking for an Organisation 2 signatures, and designations, will be required on this form.
6. The Hall is set-up by the hirer (unless agreed beforehand with the Hall-keeper)
7. All music must cease at 11pm. Music must be played at a reasonable volume. That volume is determined by the Caretaker on duty or the Parish Priest. Those engaged to provide this service must be informed of this condition.
8. Consistent non-compliance of volume control may result in an entertainer being banned from the premises for any future bookings.
9. The serving of alcoholic drinks must end at 10.45pm. Last Orders are to be called at 10.15pm.
10. When the hire period is over the Hall must be left as it was found in a clean and tidy condition.
11. When leaving the Hall at the end of a Let, all interior and exterior lights and electrical equipment must be switched off. Please make a special effort to switch off the toilet areas and external lights as they can be over-looked.
12. To comply with THE LAW we operate a no-smoking policy. Smokers must leave church property and grounds to indulge their habit. The person making this booking accepts the responsibility of implementing this condition.
13. The external areas must be left in a clean and tidy condition. Bins provided must be used.
14. An external bar service provider or caterer must display/hold the appropriate and current License and certifications required by NAC.
15. St Mary's is not responsible for any contract terms or conditions entered into by the Hirer of our Hall and an external bar service provider or caterer.
16. Children under 16 are not allowed in the Kitchen when hot food or beverages are being prepared and/or served.
17. Children under 18 cannot purchase or be in the bar area at any time when alcohol is being served/sold.
18. Alcohol cannot be brought onto the premise when a licensed bar is available.
19. Alcohol brought onto the premises cannot be sold without the proper legal license which must be on display.
20. BY LAW Alcohol may not be consumed outside.
21. Tables and Chairs must be left as you found them (unless agreed otherwise)
22. Any extra-ordinary damage must be paid for by the person signing this form.
23. The Hall may only be used for activities suitable for a Christian Church or for the stated purpose as declared on the Booking Form. Failure to comply will result in the immediate cancellation of the Let.
24. The person or organisation using the Hall do so at their own risk, with the appropriate statutory arrangements for the activity they are undertaking fully complied with.
25. All organisational activities with children, young people and vulnerable adults must have the proper and statutory obligations in place. ( A copy for parish files of an organisations Child Protection/Vulnerable Adult Policy and regulations will be required as will Form L2 available from the Parish Office).
26. Access to the Hall is made by arrangement with the Hall-keeper.
27. Organisations/Individuals using the Hall may not use our address or telephone number as a point of contact or as a mailing address. Promotional posters/letters/invitations must include a personal address/point of contact for their supporters/guests to reply to or seek further information/clarification from.
28. On leaving the premise, please be mindful of our neighbours, and leave quietly.
29. Cancellation of a confirmed booking must be made in writing/email to the Parish Office or Co-ordinator.
30. Bad language and ill manners must not be on show by anyone attending a function. The person booking the event will be expected to deal with any person expressing themselves in this way when requested to do so by the Hall-keeper or Assistant Hall-keeper or the Parish Priest.
31. Instructions and advice from the Parish Hall-keeper or Assistant Hall-keeper or the Parish Priest based on these conditions must be followed. If not this may result in the immediate cancellation of the Let.
32. In extreme circumstances the Parish Hall-keeper or Assistant Hall-keeper or the Parish Priest may have to alert the Police. Please assist them in avoiding any situation reaching this stage to begin with by adhering to their requests.
33. The parish office is located at 10, Ardrossan Road, Saltcoats. KA21 5BW. You may email on: [mail@rcsaltcoats.com](mailto:mail@rcsaltcoats.com) or call 01294 463461. The Co-ordinator/Hall-keeper can be contacted on 01294 467468.
34. There are no exceptions to these conditions.

# ST MARY'S PARISH HALL

ARDROSSAN ROAD, SALTCOATS. KA21 5BW



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FOR HALL BOOKINGS PLEASE CONTACT THE CO-ORDINATOR  
MRS TRINA MCAVOY: TELEPHONE: 01294 467468  
PLEASE RETURN COMPLETED FORMS TO THE CO-ORDINATOR OR  
THE PARISH OFFICE, 10 ARDROSSAN ROAD, SALTCOATS. KA21 5BW

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Tel: (01294) 463461 (Tuesday-Friday 10.30am -2.30pm) or Email anytime on: [mail@rcsaltcoats.com](mailto:mail@rcsaltcoats.com)

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## Fees for Hiring the Hall

### Hourly Rate

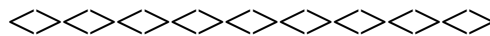
£15 per hour or part of any hour

### Private Let

£120 for a private evening Let  
(6pm-11pm)

### Funeral Catering

Prices are available from the Co-ordinator or the Parish Office



**PARISH OF ST MARY'S**

PARISH PRIEST : FR JIM HAYES (01294) 463461

MAY 2009