

OUR LADY IMMACULATE HALL BOOKING FORM AND LICENCE FOR USE OF THE HALL

Parish Office: Presbytery, Rochester House, 145 New London Road Chelmsford CM2 0QT
Tel: 01245 352898

Name of person hiring the hall (must be 18+)	
Telephone number	
Email address	
Home address	

Please note that the hall can only be made available to parishioners who are registered with the parish priest. The hall may also NOT be let for any profit-making enterprise due to the charitable status of the hall. **PLEASE see Diocese Licence Agreement on the Website.**

Date required				
Time required (Include set-up and clean-up)	From		To	

Using the CATEGORY GUIDANCE overleaf, please tick the box relevant to your hall hire request.

Parish event agreed by Fr. Barto		Parishioner Private Event	
Reason for hire / purpose (be specific)			

COSTS FOR EACH CATEGORY OF HALL HIRE

Category	Rate	Deposit/fee
OFFICIAL PARISH & DIOCESAN EVENT - free Parish events organised BY parish FOR parish mission and approved by Parish Priest (e.g. SVP, CWL, Legion of Mary, toddler group, Divine Mercy, choir, First Communion prep, parish meetings, etc)	No Charge Priority use Still requires booking form	No fee No security deposit Group leader responsible for cleaning
PARISHIONERS PRIVATE EVENT Baptisms, birthdays, family parties etc	Weekday <u>Mon-Thu: £25/hr (min 3hrs)</u> <u>Weekend Fri-Sun £30/hr (min 3hrs)</u>	<u>£50 non-refundable booking deposit</u> <u>+ £100 refundable Security (£150 for 18th & 21st birthdays)</u>

SAFEGUARDING

For all uses involving children and/or adults at risk, the Occupier must tick this box to confirm it has its own safeguarding policies and procedures in place and will provide a copy to the Parish on request	
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PAYMENT

To confirm booking, Security payment and non-refundable booking deposit, should be enclosed with this form (cheque or cash for the booking must be delivered to Parish Office, 145 New London Road, Rochester House, Chelmsford CM2 0QT), Receipt will be provided.

Subject to hall being left in a satisfactory condition, security deposit will be returned within 7 days.

Cheques payable to: Our Lady Immaculate Church.

Balance for hall bookings to be made 6 weeks before the date of hall hire. If balance of hall hire not made within the 6 weeks, this booking may be offered to somebody on the waiting list.

Hirer of Hall Signature		Date	
Print Name			
Signed by on Behalf of Diocese (Office to sign)		Date	