



Hemel West Booking Form

I/we _____ (Specify name of hirer or hiring group)

AGREE to hire The Premises Date(s), start and end times (including setting up and clearing up)

I/We have read & understood the Conditions of Hire & AGREE to comply with them. I enclose deposit of £50

Premises Required:

- Parish Centre (Next to 3 Blackbirds Pub)
- St Joseph's Hall (entrance on Horsecroft Road)

Please specify what The Premises will be used for _____
(e.g. Children's Party, Quiz Night etc.)

Estimated Number of People: _____

Are you having Live Music: Yes No

I /We confirm that alcohol will / will not be sold at this event (Please tick whichever is applicable)

Will you be using the Kitchen for catering purposes?

- Cooking Food
- Preparing and Serving Food
- Light Snack preparation only
- Not using

Please include any special notes/requirements for your event _____

All times and dates are subject to confirmation by the management. This form, when signed and returned constitutes a confirmed booking and will need to be supported by the appropriate deposit as detailed within the terms and conditions.

I / We UNDERTAKE that the following person(s) is/are over twenty-one and shall be in charge of and present in The Premises at all times when The Premises is in use and accepts responsibility for ensuring that the Conditions of Hire are complied with including the safeguarding of children, young people and vulnerable adults.

COVID-19 charge of £40.00 for one off booking's is payable to cover additional cleaning costs which include PPE and hand hygiene products for our cleaner. This is non-refundable except where the event does not take place and we are notified before the cleaning takes place. Regular hires will be charged a COVID19 levy if the need for extra cleaning of the halls increases. This will be kept to a minimum and fairly distributed among our regular hirers.

Name

Address

Postcode

Email

Address

Telephone

To confirm your booking, please return one copy of this form to: The parish administrator, 152 Boxted Road, Hemel Hempstead, Herts. HP1 2QS together with a deposit cheque of £50 made payable to WRCDT Hemel West. Bacs Payment Details: Account Name: WRCDT Hemel West Sort Code: 40-05-20 Account Number: 31095048.

Contact Details: Email: hemelwesthallbookings@rcdow.org.uk or Phone: 07533 965 372



Diocese of Westminster

PROPERTY DEPARTMENT

Declaration on behalf of the Hirer:

I have read and agree to observe and perform the provisions of this Hire Agreement, including the terms and conditions set out in the 'Hall Agreement Form. I am over 18 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.

I agree to complete a risk assessment for the hire and take responsibility for those in my charge during the hire.

I agree to observe in full, all COVID-19 protocols and restrictions as set out in the Parish Guidance, Risk Assessments and current Government Guidance.

Signed by Hirer Date

Print name

The Parish Priest permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the Hall Agreement form attached. The Hire Agreement will not be binding until accepted and signed by the Parish Administrator. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

Signed by Parish Administrator Date

Have you considered the need for Public Liability Insurance: Yes No

Do you wish to view The Premises prior to your event: Yes No

Protecting your privacy: Your personal details will be held securely on file until the event has finished and all payments received. Your booking form will then be shredded. You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy

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