



*St Luke's Church has a variety of spaces available to all in the community.
We are glad to be able to use our space in so many ways and we welcome
your booking.*

RENTALS APPLICATION FORM (As of 1st May 2019)

Date:

Mr/Mrs/Ms (or other title)	Forename:	Surname:
Address:		
		Postcode:
Tel: (please give landline and mobile)		
Email:		

Hire Details

Date of Hire (please note, St Luke's is not available for hire on a Sunday) :	Times of Hire (This should include your set up and clear up time) :
Reason for Hire: Private party	

Hire Space required (Rate per hour, Please tick appropriately)

HALL		LOUNGE	
LOUNGE AND HALL			
YOUTH ROOM		WORSHIP AREA	
KITCHEN – rate confirmed at time of booking		GARDEN – rate confirmed at time of booking	

Additional requirements/conditions (previously agreed with the Parish Administrator)

Final Fee estimate

Venue Hire		
Total Due		
Deposit		

Full Payment Received (date):	Received by (sign):

Terms & Conditions

- Please read all the terms & conditions fully before signing the Agreement.

Bookings

- **The church is primarily a place of worship.** This must be respected at **all times**. Bookings must not interfere with the weekly running of the church in any way. Bookings will be made with church work in mind as priority and will be fitted around church schedules.
- Hire sessions will be booked according to **availability discussed with Parish Administrator**, and to the application processes in place.
- Those hiring the facilities must start on time and be ready to leave the premises at the specified time. Any overrun must be reported and you will be charged accordingly.
- The Vicar, Churchwardens and the Parochial Church Council of St Luke's disclaim any and all responsibility for theft or personal injury resulting from the hiring of the church facilities, and reserve the right to refuse an application.
- Any keys issued must be signed for and returned at the end of the period of hire.

Facilities/Care of Building/Child Protection

- Hirers must **obtain permission from Parish Administrator to move any items of furniture** and undertake to restore all to their original positions. The Key Holder for the booking will have the final say that the space has been correctly restored to its original condition.
- For Saturday evening bookings finishing after 6pm, an extra charge may apply, to have the Church cleaned before the Sunday morning service.
- The church premises must be left **clean and tidy**. It is vital that the church is left in an 'As Found Condition.' This includes the following:
 1. **All litter disposed of and taken away off the premises - All spillages and other waste, swept and mopped clean or you may be charged a cleaning fee**
 2. **Any furniture that has been moved, must be placed back to where it was found**
 3. **Any appliances, utensils, crockery & glasses used must be left clean and put away**
- *Children must be supervised at all times (for Health & Safety the car park and lobby area must be kept clear and accessible).*
- Smoking is strictly prohibited anywhere within the church premises.
- Alcohol is not allowed anywhere within the church premises without prior arrangement with the Parish Administrator. All bookings which request to have alcohol present are subject to approval by the Vicar and Church wardens.
- Please Note, that for any weekday booking no cars may be parked in the Church car park; for a weekend booking no more than 3 cars may be parked in the Church car park

Payment Process:

1. Deposit by BACs to secure booking. Full payment by **BACs** on receipt of invoice. Bank details Account Name – **St Luke's PCC, Sort Code 40-11-58, Account No 90123498** Please use your Initial and surname as your payment reference when paying the deposit

Terms & Conditions Agreement

- I agree that all the contact information given is correct and that if any false information has been given, the booking will be revoked.
- I have understood the terms and conditions of hire.
- I agree that St Luke's have the right to refuse future bookings with Hirer if it is felt that any of the **Terms of Hire** has been breached.
- I agree to make payment correctly as detailed above.

Signed By Hirer:	Signed by St Luke's Church:
Print Name:	Print Name:
Date:	Date:

