

APPLICATION FOR LET OF OUR LADY OF THE ASSUMPTION
& ST MEDDANS CHURCH HALL

Details of Applicant:

Surname: _____ First Name(s) _____

Address: _____ Post Code: _____

Contact Tel No: _____ Email: _____

Details of Requested Let:

Day: _____ Date: _____ Arrival Time: _____ Departure Time: _____

Facilities Requested (tick where appropriate):

Main Hall: Meeting Room:

Details of proposed Function (Circle where appropriate):

Max Nos: _____ Adults: _____ Children: _____ Ticket Sales: Yes / No

(no more than 120 people)

Alcohol, with appropriate Licence: Yes / No

Type of Function: _____

Details of Caterer (if applicable):

Company Name:

Address:

Post Code:

Telephone Number:

Email:

I hereby confirm that I have read and fully understood the Conditions of the Let, as detailed overleaf, and agree to abide by them. I also understand that this application is not confirmed until I receive official written consent.

Applicant's Signature:

Date:

Hall Committee Representative's Signature

Date:.....

CONDITIONS OF LET OF OUR LADY AND ST MEDDAN'S CHURCH HALL

BOOKING PROCEDURES

1. The Parish Priest and Parish Representative will have final decisions on any hall lets.
2. Applications for Let of the facilities will only be accepted from members of Our Lady of the Assumption and St Meddans, Troon. (only in very exceptional circumstances will this condition be waived) and who must be aged 21 years and over.
3. No Lets will be granted after 23.30 hrs unless written permission has been received from the Parish Priest and Parish Representative.
4. Hall lets are charged at £20.00 per hour and must be paid prior to the Let.
5. The person who completes the form must also be the person who signs the form.
6. The applicant, should a Let be granted, will be the person held responsible for complying with the Conditions of Let and must be present at the function at all times and hereafter be referred to as the Lessee.
7. Booking times must be adhered to. (half an hour prior to let and after for setting up and clearing – no charge)

SUPERVISION OF LET

8. Admission to the facilities must be controlled by the Lessee (signatory on application form) and will include responsibility for stewarding of doorways, corridors and toilet areas.
9. The Lessee must be in attendance at all times and will be responsible for the health and safety of others attending.
10. The advice and instruction of the Parish Priest and Parish Representative must be strictly adhered to at all times.
11. Licenced function/events are not permitted. Alcohol may be consumed on the premises but not sold and age restrictions must be adhered to.
12. The Parish Priest and Parish Representative, after due consideration, have the right to close the doors and refuse admission to the premises, including evacuation of premises, in the interest of Health & Safety, Crowd control, uses other than those specified on the letting form, etc.

EQUIPMENT

13. Lessees will be liable for any damage to fabric, furnishing or fittings during the period of their Let and will be required to meet the cost of making good any damage internally or externally.
14. No nails, screws, tape shall be used to make fixings in or on the structure, furniture or fittings unless special permission is given by the Parish Representative.
15. No additional fittings of stage, curtains, drapes, props or decoration shall be carried out or introduced without prior approval of the Parish Representative.
16. Power supplies must not be interfered with or altered.
17. Sound amplification must be kept to levels suitable for surrounding neighbours.
18. All property, equipment, unused supplies, unsold goods, etc. must be removed from the premises immediately after an event or later with the approval Parish representative.
19. Inflammable liquids or materials will not be permitted within the premises at any time.
20. The Parish Priest or Parish of Our Lady & St Meddans will not be held responsible for loss or damage to equipment or materials, nor for personal injury unless negligence can be established.

CLEANING

21. The Lessee must leave the facilities in a clean and tidy condition including Kitchen if used and toilet facilities. All rubbish to be removed from kitchen and bathrooms. If tables and chairs have been used and moved they must be cleaned and returned to the area they came from.
22. A professional cleaner will be charged, at an additional cost of £48 incl VAT, where food and drink are consumed on the premises.

HEALTH & SAFETY

23. All passageways and exits must be kept free from obstruction and doors kept unlocked during the period of occupancy.
24. It is the Lessee's responsibility to inform those attending their event of fire procedures.
25. It is the Lessee's responsibility to make sure everyone adheres to public health guidelines and laws ie food certificates and Licensing Certificates.
26. Max number of people allowed in hall is 120

MISCELLANEOUS

27. The Parish Priest reserves the right to cancel or alter, at any time, any of the conditions of the Let at their discretion.
28. Alterations to the stated purpose of the Let or named Lessee of the premises will not be allowed without the written permission of the Hall Committee
29. If lets clash with Parish events, Parish events will always be given priority, even if it means cancelling a let at short notice.

Completed forms must be returned to :-

Or The Parish post box at the back of the church
Email: hallrcstmeddans@yahoo.com