



St Gregory's Church Hall, Sileby
A part of a registered Charity NRC DT No. 234064
Church/Hall Address: 24 Banks, Sileby. LE12 7RE

Hall Bookings Please Contact. Miss R Mulvey Tel: 07874623201 Email: St.Gregorys_hallhire@outlook.com

Hall Agreement

To be completed by the Organiser of the Activity/Function. **IN BLOCK CAPITAL**

Name:

Address:

Postcode:

Telephone Number:

Email

Date of Hire:

Start:

Finish:

No of Hours:

(This must include setting up and cleaning up after the event)

Please let us know the purpose you are Hiring the hall

Approximately how many will be attending?

(Capacity is 100 people only, no exceptions)

Hiring Fee:

Short Term Hire is £22.00 per hour:

Long Term Hire is £13.00 per hour:

This must be paid by Bacs in advance of your booking. Subsequently this will be invoiced on a monthly basis for long term bookings only,

Short Term bookings can be paid by cash or bacs, please contact for payment details

A Cash Deposits will be required of £60.00 for Short Term party bookings. This is payable upon completion of your booking form, as this will secure your hire date. If this is not paid upon completion, your hire date will still be available for others to book until deposit is paid to confirm your hire. Deposit is refundable upto 24 hours after date of hire, if the hall is left in clean and undamaged condition, ALL rubbish must be taken away, please do not use the

rubbish bins on site as these do not belong to the hall, if this happens there will be a deduction from your deposit, to cover the cost of the some removing it.

Full payment of booking needs to be paid no later than 72 hours before hire,

Cash or Cheques are welcome for main balance payment of hire

All cheques payable to: **Sileby R.C. Parish Church**

No payment means your booking can be cancelled at any point

Paper work and deposit must be returned/received in advance of your booking.

Please contact me for details to make payment,

Cancellation with less than one week's notice may incur a charge

The emergency exist are;

Middle double doors in the Hall.

Double doors by the Hall and the Disabled Toilets.

Date: Hire Charges: £.....

Date: Deposit Cheque: £60.00 cash

Contact details

Miss R Mulvey

Email: St.Gregorys_hallhire@outlook.com

Phone: 07874623201

I/we accept the above terms and conditions of hire and agree to use the Centre in a responsible manner.

Signature of Organiser: Date: