

Administration use:

Deposit paid:

Balance paid:

Received by:

St Francis of Assisi Port Glasgow Parish Hall**Application for use of the Hall/Lounge**

First Name		Surname	
Address:			
Tel/Mobile		E-mail	
Are you a Parishioner? Yes/No* (*delete where appropriate)			
Which area do you require? Hall/Lounge/Both* (delete where appropriate)			
On		From	
(Date)		(am/pm)	
To		To	
		(am/pm)	
Nature and Purpose of Event:			
Details of numbers expected to attend	Adults		Children
Please use this space to provide any other information which you think may help us when considering your application:			
Please delete where appropriate*:			
<ul style="list-style-type: none"> • Do you require kitchen facilities? Yes/No* • Will alcohol be served? Yes/No* • Do you require a bar? (Licence application needs at least 6 week notice) Yes/No* 			
Please note that the person making the application is responsible for ensuring compliance with the general rules and conditions of use (See attached) and with any instructions given by a member of the Hall Committee or person in charge.			
Signed		Date	
Please return to St Francis e-mail: parish@stfrancisportglasgow.co.uk or Church house			

General Rules and Conditions of Booking

1. All applicants must be over 25 years of age.
2. Application should be made in good time to allow consideration by the Hall Committee and for a response to be made.
3. It is for the applicant to ensure that they meet all legal requirements and conditions that may affect their use of the hall/lounge or the running of any event. The applicant will be responsible for good order throughout the event.
4. Applicants should be aware that this is a Church hall and we ask that you are respectful of our ethos.
5. The Hall Committee reserves the right to refuse any application or subsequently withdraw acceptance. Please note we will not accept bookings for 16th, 18th or 21st birthday parties.
6. Number of persons should not exceed the maximum capacity (please ask for details).
7. All functions must finish by midnight.
8. All Saturday or Sunday afternoon functions, e.g. Christenings, must be finished by 4pm due to Mass times.
9. The use and sale of alcohol may only occur with the explicit permission of the hall committee. Normal licencing rules apply. Any children attending a function must leave the hall by 11pm as per licencing laws.
10. Smoking is prohibited in all areas of the building.
11. Taking of glasses/ bottles outside is not permitted. Persons doing so will be asked to leave the function as in accordance with licencing laws.
12. The applicant shall be responsible for any damage to the hall/lounge or its fixtures and fittings. The hall/lounge shall be inspected before and after an event. Any damages shall be notified to the applicant and the sum required to repair the damages should be paid within 7 days thereafter. For the avoidance of doubt, breakages of glassware and crockery shall not be billable provided such breakages are not excessive. The amount deemed excessive shall be determined at the discretion of the Hall Committee.
13. Music and noise must be kept to a minimum at any event which coincides with the time of Mass or any event taking place in the Church.
14. All food catering is the responsibility of the applicant, however a reputable catering firm should comply with current food legislation.
15. All children must be supervised. Children are not allowed to play in the grounds surrounding the Church.
16. No decorations are permitted on the walls.
17. The applicant is responsible for informing those who are attending the event of the fire safety protocols.
18. In the event of an untoward incident please contact the necessary authorities and a member of the Hall Committee.
19. After the function the hall/lounge must be left in a neat and tidy condition and all furniture returned to original location.
20. All refuse should be removed and deposited in the appropriate recycling containers and bins.

21. The Hall Committee will not be responsible for the loss of or damage to goods, property and personal effects. Vehicles left in the car park; owners do so at their own risk.
22. No materials can be left in the hall after a function. Any materials left in the hall will be removed/ disposed of.
23. No application for the use of the hall/lounge may be transferred to any other organisation without the prior approval of the Hall Committee and renewed application documentation.

Hire Fees 2015

Main hall/lounge	£10 per hour*
Funerals/ Charity events	£25 flat rate
Deposit	£25

***If you require access to the hall the day before your function the hourly rate will apply and arrangements should be made with the Hall-keeper.**