



THE GOOD SHEPHERD, WOODTHORPE
3 Thackeray's Lane, Woodthorpe, Nottingham NG5 4HT
Tel 0115 926 8288

APPLICATION FOR THE HIRE OF THE PARISH CENTRE

Name of Group or organisation:

Parishioners Name or Organiser's name:

Registered Charity No Parishioner Planned Giving Envelope No

Reason for hire: Number attending:

Address:

E-mail address: Telephone No:

Room(s) required	Hrly Rate				Additional equipment (a charge is made where indicated)		√
	Day rate	√	Eve rate	√	No of Tables	No of Chairs	
Marian Hall (max. capacity 125 sitting 275 standing)	£37		£49		No of Tables	No of Chairs	
Joseph Hall (70 sitting 150 standing)	£18		£25		No of Tables	No of Chairs	
Gilbert Room (25 sitting)	£10		£12		Flipchart		
Kitchen (1 off charge Drinks only use)	£12				Screen		
Kitchen (1 off charge meal preparation)	£49				Overhead Projector	£49	
					Amplification	£49	

Tables & Chairs are available for your use, included in room hire. Please clean tables and return to stored areas.
Chairs are to be restacked against the walls (Please do not stack more than 4 high). Please leave the room(s) clean and tidy.
A broom, dustpan and brush are available for your use from the cleaning cupboard opposite the kitchen.

Day of Week	Date Required	Set Up Time (½Hrly room hire rate-max hr) * Day rate	Time of Event From	Time of Event To (inc tidy up time)
		St Joseph Hall set up £9* Marian Hall set up £18.50* Gilbert Room £5*		

Please note that the Kitchen and its equipment cannot be hired for preparing and cooking food unless a responsible person holds a Food Hygiene Certificate – you may be asked to provide a copy. Alternatively, the kitchen may be used under the supervision of a church member holder of the certificate upon payment of an additional fee. All equipment used must be thoroughly washed and dried before putting away.

If you wish to use the kitchen for making drinks and laying out food only, then a Food Hygiene Certificate is not required.

- The responsible person holding a Food Hygiene Certificate is Dated
- I request the presence of a holder of a Food Hygiene Certificate to supervise the work in the kitchen and enclose the additional fee.
(Delete as applicable)

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges and I acknowledge that I am personally liable for all payments due. I hereby confirm that I have read and understand the Terms and Conditions of hire.

Signed (Hirer) _____ Date _____

Accepted (PAS) _____ Date _____

Deposit Paid _____ Total Fee _____

Indemnity Fee* Paid. _____ Received by _____
Signed _____

*A £50 (cash) indemnity fee is payable at the time of booking for all one-off hiring's. This payment will be forfeited in full or in part at the discretion of the Parish Priest if there is any damage to the Premises or breakages to Parish property or if there are any unacceptable additional cleaning requirements for the Parish resulting from the hiring. Otherwise, the indemnity payment will be returnable in full and will be available for collection from the Parish Administrative Suite 7 days after the completion of the hiring.

Bookings and enquiries will be processed Monday, Tuesday 10am-3pm and on Thursday & Friday 10.30am-1.30pm
Cheques should be made payable to 'The Good Shepherd RC Church, Woodthorpe' and crossed.