



THE PARISH OF **ST WILFRID** HARROGATE



Saint Wilfrid's Church HALL/MEETING ROOM Application for Booking.

Booking Ref 0__/___

If you wish to hire St Wilfrid's Church Hall and/or Meeting Room (Parish Room), please complete and return this booking form to:

The Facilities Manager,
The Parish Office, St Wilfrid's Church
Duchy Road
Harrogate
HG1 2EZ
Tel: (01423 504629)
Office Opening Times are: Tuesday to Thursday 10.00am to 12.00 noon

I wish to reserve use of the following:

- St Wilfrid's Church HALL
- St Wilfrid's Church MEETING ROOM (PARISH ROOM)

Booking Name: _____

Date _____

From _____ am/pm until _____ am/pm

Regular Bookings

Is this a regular booking? YES NO

If YES, please confirm the frequency of the booking:

- daily weekly monthly
- Other: (*please specify*):

Please also circle on the attached calendar (Appendix 3) the exact sessions that you will require and send this with your application

Purpose

The booking is for the purpose of (*e.g. "children's party"*): _____

Team Rector: Fr Gary Waddington
Team Vicar: Fr Gordon Newton
Associate Priest : Fr Tim Burrell
Parish Administrator: Mrs Linda Harrison ♦ Facilities Manager: Mr Tom Menaldino
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Price List for Hall & Parish / Meeting Room

Hall Peak Time: Mon – Fri: 5pm – 10pm & Weekends: 10am – 5pm

	One Off Bookings	Monthly Bookings	Weekly Bookings
Hourly Rate	£30	£27	£25.50
Party Rate	£75		
3 rd Hour Onwards	£20	£18	£17

Hall Off Peak:

	One Off Bookings	Monthly Bookings	Weekly Bookings
Hourly Rate	£25	£22.50	£21.25
Party Rate	£60		
3 rd Hour Onwards	£15	£13.50	£12.75

Meeting Room / Parish Room (Fixed Rate)

	One Off Booking	Monthly Booking	Weekly Booking
Hourly Rate	£20	£18	£17
3 rd Hour Onwards	£12	£10.80	£10.20

Extras

Stage	<i>Free on Request</i>
Wine Glasses	<i>50p Per Glass</i>

Booking Completion Grid

REQUIRED	ITEM	Number of Hours	Hourly Rate	COST
<input type="checkbox"/>	HALL PEAK			£.....
<input type="checkbox"/>	HALL OFF PEAK			
<input type="checkbox"/>	HALL – PARTY RATE*			£.....
<input type="checkbox"/>	MEETING ROOM			£.....
<input type="checkbox"/>	STAGE			Free
		Number of Units	Unit Cost	
<input type="checkbox"/>	WINE GLASSES		50p	
		TOTAL COST		£.....

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* **PARTY RATE:** If hiring the hall for a children's party (under 16 years) you may be able to take advantage of our special "Party Rate" which entitles the hirer to a maximum of 3 hours use of the hall, stage and kitchen for the inclusive price of £75.

Peak Time = Mon – Fri from 5pm – 10pm & Weekends from 10am -5pm

DEPOSIT

For bookings under £100 payment is due in full to secure your booking. This is non-refundable should you cancel. For bookings over £100 the booking is secured with a non-refundable deposit of 50% of the total fee. The remaining 50% must be paid 7 days before your event. If this payment is not received the booking will be released and your deposit will not be refunded.

Any damage occurred will be billed at full cost. By signing this agreement you acknowledge these terms of conditions and consent to be bound by them.

Regular bookings are invoiced monthly.

AGREEMENT

Date of application _____ 20 _____

Organisation Name _____

Your Name _____

I am over 18 years of age (*please tick*)

Address _____

Postcode _____

Tel No _____

Email _____

Tel / Mobile _____

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Please tick each of the following statements to confirm:

- I have read the rules (Appendix 1 to this booking form) relating to the hiring of St Wilfrid's Church Hall/Meeting Room and agree to abide by them
- I (or the organisation I represent) hold suitable public liability insurance to cover the activities relating to this booking
- I confirm that no alcohol will be sold without the appropriate licence being obtained
- I agree to pay all fees by the dates due, as explained to me. I agree to also pay for any damage invoiced to me after my booking has been completed.

If the booking involves work with children and/or young people, please also confirm the following:

- I confirm that under no circumstances will alcohol be served to people under the age of 18.
- I confirm that I am familiar with the Home Office Code of Practice Safe From Harm and have an understanding of it and undertake to follow the code of practice contained therein in relation to work with children and young people.
- I agree to your taking up references to vouch for the organisation if considered necessary.

Signed _____

Date _____ Signed _____

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APPENDIX 1: Rules of use

Booking & Forms

To confirm your booking you must return a completed booking form with the appropriate fee. We will not hold any dates until your form and fee is received.

Unless otherwise agreed, all bookings are subject to the rooms not being required for church purposes, of which due notice will be given. This is particularly applicable in respect of block bookings.

If the booking involves work with children and/or young people, hirers will be required to confirm on the booking form that they are familiar with the Home Office Code of Practice, Safe From Harm, have an understanding of, or an active safeguarding policy.

Insurance Cover

Hirers are reminded that any group using the premises to host its own events need to ensure that they hold suitable public liability insurance. They are responsible for any accident or injury which arises out of their activities. It is their responsibility to ensure that the premises are suitable and safe for the purposes for which they intend to use them. The Parish will not be held liable for any claims.

Accidents

Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did give rise to injury as soon as possible after the accident or incident. An Accident Book is held in the Parish Office and the following information should be recorded:

1. Name, address and telephone number of person(s) injured.
2. Exact time and place of the occurrence.
3. Detailed description of accident or incident including description of any equipment involved.
4. Name, address and telephone number of any witness(es) to the accident.
5. Signed witness statements should be obtained if possible.

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Entertainments Licence

It is the responsibility of all hirers to ensure that the appropriate entertainment and / or alcohol licence is obtained from Harrogate Council.

Cancellations

Bookings Under £100 (pre paid) are non refundable. For bookings over £100 the booking is secured with a non-refundable deposit of 50% of the total fee. The remaining 50% must be paid 7 days before your event. If this payment is not received the booking will be released and your deposit will not be refunded. No refunds will be made and all payments will be lost where cancellations are made within 7 days on an event.

Regular Weekly Bookings must give four weeks' notice if they wish permanently cancel their booking. If there are occasions when you are off for a period of more than one week, three weeks' notice must be given (this could be school holidays or trips etc). When the booking is to be cancelled for only one week, two weeks' notice must be given. Bookings will be charged at full amount should notice not be given.

Monthly Bookings must give 4 weeks' notice of any cancellations.

If you wish to reduce the number of hours of your booking permanently, you must give notice of 4 weeks.

Payment

Cheques should be made payable to "St Wilfrid's Church PCC". Cash Payments must only be made in person. Cash must not be left for, or posted through the office door. A receipt will be issued as proof of payment for all users.

Times of Opening/Closing

Facilities must be vacated and left in a acceptable condition for the next user not less than 5 minutes before the end of your booking (i.e a booking from 10-11am must be cleared by 10:55am).

For Party and Block bookings the facility must be cleared by an agreed period of time and must be left clean and tidy (subject to the conditions of use). Please note, any music or entertainment must be finished by 11pm. Users who have bookings late in the evening must take consideration of local residents, especially those who live in the precincts of the church grounds. Any complaints received about noise will be the responsibility of the hirer. In such cases, you agree to us passing you name and address to a complainant and / or the police.

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Room Preparation & Clearing

The hirer is responsible for all preparation and clearing and for ensuring that bookings cease at the time agreed. The building must not be left unattended at any time. It is your responsibility to make sure that adequate set up and clear up time is part of your booking.

Access to the Hall & Meeting Room

During the week of your event you will need to arrange to collect an electronic key to the door, which serves both the Hall and Meeting Room. This can be picked up from the Parish Office between the hours of 10.00am and 12.00noon Monday to Friday. If you do not collect your key, we cannot guarantee a member of staff will be available to let you in.

Cleaning & Tidying

You are asked to take care of the facility when using it. Any damage will be billed in full. You agree by booking that, for the facilities you have used:

- All facilities should be left in a clean and tidy state after use.
- Chairs & tables should be returned to their storage place.
- Chairs & tables must not be dragged across or allowed to damage the floor.
- Please make sure all toilets have been flushed and the toilet facilities in a clean and tidy condition.
- Ensure all lights are turned off after use.
- Ensure that switches marked to be left on, are left on.
- Breakages must be brought to the attention of the Facilities Manager.
- Users must ensure the buildings are locked, windows closed, blinds raised after use & keys returned as agreed.
- The checklist (Appendix 2) should be filled in and signed by the hirer (for facilities used) and posted through the parish letter box as you leave the site.

Outside Area

In booking the hall or parish room you are asked to follow any directions given on the management of car parking, especially for evening events and to ensure that you provide adequate supervision of those arriving and leaving, both by car and on foot.

Without prior agreement, the use of the outside area is not included in your booking.

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The car park IS NOT a play area. Children must be supervised in the church grounds.

Please ensure you are respectful and mindful of the surrounding neighbourhood and those who live on site.

Alcohol & Tobacco

No alcohol may be served without agreement and necessary licences must be obtained by hirers before it may be sold on the premises. In any case, alcohol shall not be served to people under the age of 18. If you are serving alcohol you must provide us with a copy of the licence before a key will be issued.

There is a strict 'No Smoking' policy in place throughout the premises. Smoking is only allowed in the cloister area (the area immediately outside the main hall and toilet entrances) where there is a bin provided.

Electrical Equipment

No electrical equipment may be brought into the building without prior consent.

Damage

Anyone using the church & hall premises shall be responsible for any damage to the building, furniture, fixtures and fittings and shall be liable to pay the cost of repair or replacement.

No bolts, nails, screws, tacks or pins may be driven into any part of the accommodation and sticky tape must not be used on painted surfaces or wood panelling.

No wax, crystals, powder, etc. may be placed on the floors. Any gas-filled balloons must be removed by the hirer.

The playing of ball games, which are likely to cause damage to windows, light fittings or marking the walls or ceilings is strictly forbidden (unless prior consent is given).

Telephone

There is no public telephone available. Hirers are advised to bring a mobile 'phone for emergencies.



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First Aid Equipment

Basic First Aid Equipment is available in the kitchens. Please do not administer unless you are suitably qualified, have consent of the individual and are aware of any potential allergies or reactions to your treatment.

Fire Appliances

There are two fire extinguishers in the hall as well as a powder extinguisher and a fire blanket in the kitchen.

After using the Premises

The floors should be swept clean (appropriate equipment is available in the broom cupboard to the right of the door into the main kitchen), and debris must be removed to bins outside and everything left in a tidy condition ready for the next user.

Any items left at the end of your booking will be disposed of by the parish. We have no lost property facility.

For evening bookings, items may not be left for collection the next morning without prior permission. Even where permission is given, they must be removed by 9am.

Emergencies

In the event of emergency or in case of difficulty during office hours, refer to:
The Parish Office: Monday to Friday 10.00am to 12.00 noon (01423 504629)
or outside office hours (Emergencies only):
Fr Gary Waddington - 07920464818.

The Parish Clergy should only be contacted in exceptional circumstances.

The PCC of St Wilfrid's reserves the right to amend or add to these rules at any time without notice

APPENDIX 2: Checklist to be completed before leaving the premises after use

HALL & STAGE	CHECKED BY	NOTES
Hall swept & clean		
All chairs & tables returned to their place		
MEETING ROOM	CHECKED BY	NOTES
Meeting Room swept & clean		
All chairs & tables returned to their place		
Electric Heaters switched off		
TOILETS	CHECKED BY	NOTES
Gents clean & tidy		
Ladies clean & tidy		
Disabled toilet clean & tidy.		

KITCHENS	CHECKED BY	NOTES
Main Kitchen clean & tidy		
Back Kitchen clean & tidy		
All washing & drying up completed		
All crockery & cutlery returned		

LIGHTING	CHECKED BY	NOTES
Main Hall & Stage		
Meeting Room		
Kitchens		
Cloister		

GENERAL	CHECKED BY	NOTES
All additional hired equipment checked & returned		

I have completed the above checklist, have left the facilities as our agreement stipulates. If damage, mess or untidiness is not reported, I understand I will be invoiced for any additional costs.

Signed _____ (Date) _____

Name (PRINT) _____ Tel No: _____

Appendix 3 - Calendar

	AUGUST 2012	SEPTEMBER 2012	OCTOBER 2012	NOVEMBER 2012	DECEMBER 2012	JANUARY 2013
Monday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Tuesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Wednesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Thursday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Friday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Saturday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Sunday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27

	FEBRUARY 2013	MARCH 2013	APRIL 2013	MAY 2013	JUNE 2013	JULY 2013
Monday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Wednesday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28

	AUGUST 2013	SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013	JANUARY 2014
Monday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26

	FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014
Monday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Tuesday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Wednesday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Thursday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Friday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Saturday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Sunday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27

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