

ST MARK'S BROOMHILL
BOOKING FORM FOR CHURCH/ROOM HIRE 2011
 Administrator – Tel 266 3613 Email: office@stmarkssheffield.co.uk
 C/- 4 St Marks Crescent, Sheffield, S10 2SG

The conditions of hire, attached, are deemed to comprise, with the booking form a binding contract between the Parochial Church Council and the hirer. Please read the conditions carefully before returning the completed form with your deposit.

Organisation: _____ Contact Person: _____

Address: _____

Tel: _____ Email: _____

Brief description of the event: _____

Date of event: _____ Time from: _____ to: _____

Rehearsal: Yes/No _____ If yes from: _____ to: _____

The premises must be vacated by 11 pm at the latest (10.30 pm on Saturdays)

Do you wish us to organise refreshments if possible? _____

CHARGES IN 2011 – PLEASE TICK YOUR REQUIREMENTS AS APPROPRIATE:

		✓		
Use of organ	£46	<input type="checkbox"/>		
Use of piano	£21	<input type="checkbox"/>		
Downstairs Lounge and Kitchen per session	£36	<input type="checkbox"/>		
Upper Room and Kitchen per session	£36	<input type="checkbox"/>		
			Without heating	With heating
Church: Ground Floor (includes lounge & kitchen) (Sat/Sun)*	£121	<input type="checkbox"/>	£201	<input type="checkbox"/>
Church: Upper and Ground Floors (includes lounge & kitchen) (Sat/Sun)*	£141	<input type="checkbox"/>	£221	<input type="checkbox"/>
Church: Ground Floor (includes lounge & kitchen) (Mon-Fri)*	£121	<input type="checkbox"/>	£221	<input type="checkbox"/>
Church: Upper and Ground Floors (includes lounge & kitchen) (Mon-Fri)*	£141	<input type="checkbox"/>	£241	<input type="checkbox"/>
Use of worship area for rehearsal (not on day of performance)	£46	<input type="checkbox"/>	£146	<input type="checkbox"/>

*These charges are for two consecutive sessions (morning, afternoon, evening being 3 sessions)

N.B. All charges are reviewed at the beginning of each calendar year and you will be asked for any appropriate supplement if you have booked in the previous year.

An invoice will be sent to you after the event.

Cheques should be made payable to: "St Mark's P.C.C." and sent to the Administrator (address above)

I wish to book the Church/Room on the conditions, attached and I enclose a deposit of £20

Signed:

Position:

When we receive this form we will confirm in writing our acceptance of your booking. Do not assume that you have a firm booking until you receive a formal acceptance from us by mail.

Signed on behalf of St Mark's Church Council.

Date:

ST MARK'S CHURCH BROOMHILL SHEFFIELD INFORMATION AND CONDITIONS OF HIRE

St. Mark's may be used for a variety of functions, services, concerts, meetings, etc. The building is well equipped and flexible and we hope it will be both a resource as well as an inspiring place of worship.

We advise that cars are parked in the church car park, off Beech Hill Road and that no valuable items are left in them.

The downstairs room and kitchen provide a facility for refreshments to be served during concert intervals. We can often provide a catering service if you wish. Otherwise you are welcome to use the kitchen; please ask to be acquainted with any equipment.

CONDITIONS OF HIRE

1. The person by whom the booking or registration form is signed is deemed to be the hirer or, where an organisation is named, that organisation shall be deemed to be the hirer and shall be jointly liable with the person signing on its behalf.
2. Application for hire shall be made by the hirer completing, including signing and dating, the booking form and returning it to the Bookings Secretary together with the deposit.
3. The church shall reserve the right to refuse any application.
4. The hirer is entitled to use the premises only on the date(s) and between the time(s) specified on the Booking Form and not at any other time.
5. The hirer shall leave the premises in a clean and tidy condition and place any furniture in the manner in which it was found. Any breakages, whether to the premises, fixtures and fittings, furniture or kitchen equipment must be reported to the caretaker and appropriate recompense paid. Any spillages on the carpet should be mopped up immediately with cold water.
6. The Church will not be responsible for the theft, loss or damage to any property brought on to the premises by the hirer or any other person.
7. Performing Rights: For a music concert we require you to complete the form for the Performing Rights Society (PRS) and return it to us following the concert. When we receive the account from the PRS, we shall send you a copy which indicates what royalties you owe. The royalties should be paid to St Marks P.C.C.
8. There must be no smoking on Church premises and the chapel must always be kept as a place of private prayer.
9. Concerts etc. must finish by 10.30pm and the church vacated by 11.00pm. (10.30pm on Saturdays).
10. The hirer shall not use additional lighting or cabling without the consent of the Vicar.
11. It is the responsibility of the hirer to be acquainted with fire exits and emergency procedures.

OCCASIONAL BOOKINGS CHARGES (to December 2010)

Use of Organ	£46	
Use of piano	£21	
Downstairs Lounge and Kitchen per session	£36	
Upper Room and Kitchen per session	£36	
	Without heating	With heating
Church: Ground Floor (including lounge & kitchen) (Sat/Sun)*	£121	£201
Church: Upper and Ground Floors (Sat/Sun)*	£141	£221
Church: Ground Floor (including lounge & kitchen) (Mon-Fri)*	£121	£221
Church: Upper and Ground Floors (Mon-Fri)*	£141	£241
Use of worship area for rehearsal (not on day of performance)	£46	£146

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It is assumed a booking will be for an event lasting no more than three hours, plus a rehearsal time for concerts (church area only). For a much shorter time, a discretionary charge may be made.