

St Michael's Church and Centre, Mytholmroyd

Booking Form

St Michael's welcomes all users to the Centre. As a Christian Organisation we hope that you enjoy the warm hospitality we offer. We ask all users respect the hard working volunteers who provide the excellent support you will receive when using our facilities. To ensure that we can provide a professional and cost effective service to the whole community we ask you to follow a few simple guidelines for the use of the Centre. The guidelines are outlined on the reverse of this form



St Michael's Church and Centre, Mytholmroyd

BOOKING FORM

No.:

Please complete this form for each event/booking

We are happy to discuss flexible booking arrangements for anyone requiring regular use of our facilities, please see the Charges Leaflet for details of who to contact. For a multiple booking, please attach details on an additional sheet of paper.

Hirer: _____

Day/Date required: _____ day; _____ (dd/mm/yy)

Booked as: Public / Children / Church . (Please circle type of booking)

Room:	Start time:	Finish time:	Type of use: *
Main Hall			
Erringden Room			
Elphin Room			
Church			

* Dance, Meeting, Conference, Reception, etc.

Kitchen	
Stage Lighting & Sound	
Licensed Bar	
Drink Making	

We offer a range of additional facilities to help your event run smoothly, please discuss your needs with us before completing and returning this form. See Charges leaflet for who to contact.

Tick requirements

Setting up time required _____ hours.

Dismantling time required _____ hours.

I understand and accept the conditions and responsibilities outlined over leaf.

_____ Signed (on behalf of, if necessary) _____

Name: _____

Address: _____

Telephone No.: _____ ***Please send this form to or phone for availability the***

St Michael's Hall Booking sec : Rogergate, Stubb, HX7 5AP

Telephone No.: 07948 105509

Office use only:

Date booking form received: _____

Invoice No. : _____ ***Date:*** _____

Fee received: £ _____ ***Date:*** _____

Fee received: £ _____ ***Date:*** _____

In signing the attached booking form I/we accept the following:

- 1.** I/we agree to make ourselves aware of all access and lock-up arrangements prior to the booking and to inform the booking secretary of any changes at least 24 hours before the booking period..
- 2.** I/we agree to conserve energy wherever possible within the building:
 - a. To turn off all lights and appliances on leaving and not to leave lights or electrical appliances on when spaces are not in use
 - b. To turn off heating via the wall thermostat (by disabled toilet door) on leaving if using the Erringden Room.
- 3.** I/we agree to follow procedures for accidents and emergencies as follows:
 - a. To make ourselves aware of the whereabouts of the First Aid Boxes, Accident Book and Emergency Exits.
 - b. To brief all members of our group on appropriate Emergency Evacuation procedures.
 - c. To ensure that if anyone has an accident (not necessarily needing first aid) it should be recorded in the Accident Book.
- 4.** I/we agree that our account will be settled within 30 days from the date of invoice. Cheques should be made out to “Mytholmroyd PCC”; or a BACS transfer to Barclays Bank plc, Sort Code : 20-35-84; Account No.: 70657840 using the invoice number as reference.
- 5.** I/we agree that if used all utensils used for making drinks, etc will be washed up and put away before leaving the Centre.
- 6.** I/we agree that if using the kitchen, I/we will meet with the appropriate person to know and understand the proper use of the equipment, cleaning requirements etc.
- 7.** I/we agree to respect the Centre and to report any damages or maintenance issues that I/we become aware of.
- 8.** I/we confirm that I/we have carried out a Risk Assessment for the booked activity (a sample form is available at the time of booking if you require).