

HOLY SPIRIT SOCIAL CENTRE

NAME (please use capital letters).....

ADDRESS.....

POSTCODE.....

E-MAIL ADDRESS.....

TELEPHONE.....MOBILE.....

DATE OF EVENT..... The hall can only be booked from 1pm
On Sundays.

TIME FROM *.....TO *.....

*Please allow extra time for preparing for the event and clearing away.

CHARGES

.....Hrs @ £20.00 per hour £.....

Bar Persons.....@£6.00 per person per hour £.....

TOTAL COST £.....

LESS DEPOSIT £.....

BALANCE TO PAY £.....

I enclose a non refundable deposit of £10.00, the balance to be paid on collection of the key

If paying by cheque please make it payable to:

WEST BRIDGFORD CATHOLIC SOCIAL CLUB

To arrange access and pay the balance contact Mrs Helen Martin on 07854 233172
at least 4 days before your event

Provisional bookings without a deposit will only be held for 14 days

THE TERMS & CONDITIONS ARE PRINTED OVERLEAF AND SHOULD BE CAREFULLY READ AND FOLLOWED - Please sign to acknowledge your agreement and return this form to:

Mrs H Martin, 8 Oakmere Close, Edwalton, Nottingham NG12 4FJ

e-mail: socialcentrebookings@holyspiritwb.co.uk

HOLY SPIRIT SOCIAL CENTRE

TERMS AND CONDITIONS

The hirer is responsible for the following:

1. Compliance with the law and regulations governing, (for example, but not exclusively):
Use of any gaming machine.
Licensing and Entertainment legal requirements including age and time restrictions and limit on numbers.

2. FIRE SAFETY NOTES FOR SOCIAL CENTRE USERS

It is essential to make yourself aware of the Emergency Action Plan (displayed in the Hall Lobby), the Fire Exit Routes and the Fire Call Points.

Fire Exit Routes MUST be kept clear at all times.

3. A first aid kit is available in the “marked” drawer in the servery. All accidents must be recorded in the accident book contained within the drawer.
4. It is a condition of our insurance that all electrical equipment brought into the Social Centre has been PAT tested within the previous 12 months. It is the responsibility of the hirer to ensure compliance. Please ask us for the name and contact details of a suitably qualified electrician if you need it.
5. Noise levels must be kept to acceptable limits and must be adjusted immediately at the request of any member of the Social Club Management. Behaviour of guests must conform to acceptable norms, and consideration must be given to the fact that the Social Centre is part of the Catholic Church.
6. It is strongly recommended that the hirer(s) insure against possible claims by obtaining appropriate insurance (Public Liability etc.).
7. All damages and breakages must be paid for.

I confirm that I have read and agree to the conditions above.

NAME.....

SIGNATURE.....

Please check before leaving the Social Centre:-

- All lights (including toilets) are turned off.
- All doors and windows are properly secured
- All electrical appliances (e.g. water heater, kettle etc.) are turned off at the wall.