**ST. JOHN THE DIVINE, RASTRICK**

**CHURCH, COMMUNITY HALL & CONFERENCE SUITE**

**ONLINE BOOKING FORM**

Please complete areas as indicated and email to bookings@stJohnsrastrick.org.uk

GROUP NAME (IF APPLICABLE): Click or tap here to enter text. YOUR NAME: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text. POST CODE: Click or tap here to enter text.

TELEPHONE CONTACT: Click or tap here to enter text.MOBILE CONTACT NUMBER Click or tap here to enter text.

EMAIL ADDRESS FOR BOOKING CONTACT: Click or tap here to enter text.

DATE OF BOOKING REQUIRED: Click or tap to enter a date. OR REGULAR BOOKING DAY: Click or tap here to enter text.

ARRIVAL: Click or tap here to enter text. DEPARTURE:Click or tap here to enter text.

TOTAL HOURS BOOKED: Click or tap here to enter text.

Please include preparation time and time to clear up after your event, as the Church Hall/Church may be booked by someone else outside the time you specify.

Cancellations less than 48 hours prior to the booking may be charged

ROOM/ROOMS REQUIRED: MAIN HALL[ ]  CONFERENCE SUITE [ ]  STURROCK ROOM[ ]  KITCHEN[ ]  CHURCH[ ]

NATURE OF ACTIVITIES: Click or tap here to enter text.

APPROX. NO. ATTENDING ADULTS: Click or tap here to enter text. CHILDREN (Under 18): Click or tap here to enter text.

AGREED PRICE: Click or tap here to enter text. PAID IN FULL [x]  TO BE INVOICED [ ]

Single bookings should be paid in advance. Preferred payment by B.A.C.S. account number: 30277552 Sort code 05-03-48 Name: St Johns (Rastrick) PCC. (Please state your organisation name as the reference)

CONTACT FOR PAYMENTS (if different from above)

NAME: Click or tap here to enter text. CONTACT NUMBER: Click or tap here to enter text.

EMAIL ADDRESS FOR INVOICE: Click or tap here to enter text.

SAFEGUARDING DECLARATION AND CONDITIONS OF HIRE AGREEMENT

I agree to abide by the appropriate Safeguarding procedures outlined in the policy. Please tick to confirm one of the following: I am enclosing a copy of our own organisations safeguarding Policy [ ]

 We will be adopting the Safeguarding Policy of St John the Divine Rastrick [ ]

I have read the conditions of hire and agree to stand by them and the safeguarding declaration and can confirm that public liability insurance is in place,

NAME: Click or tap here to enter text. DATE: Click or tap to enter a date.

Please email this form to bookings@stjohnsrastick.org.uk

**ST. JOHN THE DIVINE, RASTRICK**

**Terms and Conditions of Hire of the Church Hall/Church**

**A Contract between the Parochial Church Council and the Hirer**

**General Conditions**

1. The Hirer should comply with St. John's Safeguarding Policies.
2. The Hirer must be a responsible adult aged 25 plus and must be always present at the booking.
3. Smoking is prohibited, including the use of electronic cigarettes and vapes.
4. The Hirer should only use the room/rooms booked and is responsible for any costs incurred if any property damage has been caused during the booking.
5. Hire Charges should be agreed in advance of the booking. Single bookings should be paid for in advance.
6. If you need to cancel a booking this should be done as soon as possible and in any event not less than 48 hours prior to the event otherwise you may be charged.
7. Organisations must have their own Public Liability Insurance. Individuals booking private events should check their home insurance policy to ensure that they have public liability cover for their event. Hirers of the premises are liable for any accident arising out of the activity for which they have booked the premises.
8. The Hirer must ensure that the Church Hall/Church is left tidy; failure to do this may mean that any resultant extra cleaning will be invoiced to the hirer.
9. Both Church and Hall are situated within a residential area, the P.C.C. asks that the Hirer maintains good order and decent behavior at all including arrival and departure. Street parking should be avoided.
10. The PCC is not responsible for any loss or damage to persons, property, or vehicles.
11. St. John's Church is an Eco-friendly Church, the use of GLITTER AND GLITTER PRODUCTS will not be allowed to be used in Church buildings, as they are plastic based.

**Useful Information**

B.T. Wi Fi is available for use.

The postal address is St. John the Divine, St John Street, Rastrick HD6 1HN

Website: www.stjohnsrastrick.org.uk

**Contacts**

Caretaker: Lesley Hartley, Tel 01484 717535 Mobile: 07887 842764 - 25 St Johns Street

Bookings: Christine Whitaker Tel: 01484 710952 Email: bookings@stjohnsrastrick.org.uk

Treasurer: Cherry Fancourt Tel: 01484 385080 Email: cherryfancourt80@btinternet.com

Church Wardens: David Marshall Tel: 01484 718182

 Hilary Cartwright Tel: 01484 537399

**Hire charges per hour from January 2023**

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| --- | --- |
| Main Hall | £30.00 |
| Conference Suite | £20.00 |
| Sturrock room | £18.00 |
| Church | POA |

Discounts available for regular bookings and Voluntary Organisations