

**ST. ATHANASIUS COMMUNITY HALL
MOUNT STEWART STREET, CARLUKE**

I have read and I accept the Conditions of the Hire set out in this booking application.

Organiser _____ (sign) Address _____
 _____ (print) _____
 _____ Post code) _____
 _____ (date) Phone No. _____
 e-mail. _____

.....
Parish Sponser _____ (sign) Address _____
 (Paragraph 14)
 Name _____ (print) _____
 Phone No. _____

Parish Sponser _____ (sign) Address _____
 (Paragraph 14)
 Name _____ (print) _____
 Phone No. _____

Return this form to
 The Secretary,
 St. Athanasius Hall Management Committee,
 21 Mount Stewart Street,
 Carluke
 ML8 5EB

The Hall Management Committee Acknowledges Receipt of required
 *Booking Fee (£) and Damages Deposit (£)

 (Signed on behalf of St. Athanasius
 Community Hall Management Committee)

**ST. ATHANASIUS COMMUNITY HALL
MOUNT STEWART STREET, CARLUKE**

**Booking Application for
Facilities and Fee Rates 1st April, 2013**

HALL CAPACITY **UPTO 170 PERSONS**
HIRE CHARGE (OVER 6 HOURS) £140
 (6 HOURS OR LESS £80

SMALL HALL ONLY
CAPACITY **UPTO 50 PERSONS**
HIRE CHARGE (SMALL HALL ONLY) (OVER 6 HOURS) £60
 (6 HOURS OR LESS) £30

BOOKING ENQUIRIES AND INFORMATION

TELEPHONE **07591996709**

TYPE OF FUNCTION		APPROX NOS. ATTENDING	

DAY	DATE	TIME FROM	TIME TO

Please tick boxes below for facilities you require

	MAIN HALL	SMALL HALL	BAR	AUDIO VISUAL	TOAST
OVER 6 HOURS					
6 HOURS OR LESS					

NOTE:

Catering in the hall is only by the Parish Hospitality Team or by caterers approved by the Hall Management Committee. A separate charge of £50 is payable with the hire charge if outside caterers are used in the hall.

Details are available on request

Conditions of Hire

1. A completed booking form must be submitted to the hall management committee for consideration and approval. Telephone enquiries should be made to the Secretary on 07591 996 709.

2. Two or more applications for the same date will be dealt with by the management committee in the date order in which the forms are received.

3. Payment of 50% of the cost of the hire as a deposit must be made to the Secretary with your application. This will become a non-refundable deposit if your application is approved.

4. The balance of the hire cost and a dated cheque for £100 as a refundable deposit against damages must be received by the management committee 30 days before the approved hire date. **All cheques made payable to St. Athanasius Community Hall.**

5. It is the responsibility of the person signing the booking form to ensure that the hall fee and the deposit are paid by the due dates otherwise the management committee will assume that the hall is no longer required and we will be free to accept another booking for the hall.

6. The hall is available for setting up and decorating by prior management with the hall manager.

7. To protect the décor in the hall - Pins; Blu Tack; and Sellotape; are not to be used anywhere in the building. Hooks are fixed to the walls for decorations to be attached by string. All decorations must be removed at the end of the night.

8. No confetti of any kind please in the hall or in the car park. Chewing Gum is prohibited on the premises. Smoking is permitted only in the designated smoking area. **Smoking is not allowed at the front of the building.**

9. The hall should be left as let - clean and tidy with rubbish placed in the black bags provided, tied and placed outside in the bins provided.

10. Only alcohol bought on the premises (or for which corkage has been paid) may be consumed on the premises. **Under no circumstances should alcohol be taken outside. Our license does not permit drinking outside**

11. Please make arrangements with the hall management committee if you wish to give your guests a toast. Corkage will be charged if you wish to provide your own wine or champagne. Please ask for further details.

12. **Under 18's will not be served at the bar. Photographic ID may be requested to purchase alcohol for anyone who looks under 25 years of age and staff may ask for proof of age. Alcoholic drinks must not be purchased for anyone under 18 years of age.**

13. It is permissible to bring live music and or a Disco to your function, (Musicians and Discos should have their own public liability insurance cover). **All entertainment must finish at 11.45pm.**

14. **Bookings for licensed functions for persons under 25 years of age will only be considered providing such applications are supported by two members of St. Athanasius parish. All such applications must be received eight (8) weeks in advance of the date of the event. The management Committee will review and has the right to reject all applications.**

15. The person making the booking (together with the parish sponsors under condition 14) is responsible at all times for the good behaviour of their guests and those attending events in the hall and will be responsible for any damage caused to the hall or contents during the period of the booking.

16. Bookings for 18th to 20th birthday parties will not be accepted by the hall management committee.

17. Kissograms are not allowed in the hall.

18. All children must be supervised and are not to be allowed to run around outside the hall mid will remain the responsibility of the event/function organiser.

19. The kitchen should be left clean and tidy. Where external caterers are engaged no food or dishes should be left on the premises after a function. All such items will be disposed of as rubbish and placed in the outside waste bins.

20. **The Bar will close at 11.45pm.** Last orders will be called at 11.30pm. The person booking the hall is responsible for ensuring guests/those attending functions clear the premises by 12.20am.

21. Guests are asked to park cars in the car park or outside of the Church. Disabled parking spaces are provided for that purpose. Please respect these requirements.

22. St Athanasius Parish and the Hall Management Committee can accept no responsibility for any loss or damage to person or property in the hall or the car park.