



**St Joseph the Worker
Parish Community Hall
Booking Form**

Hall Booking Secretary
The Presbytery, 1 De Montfort Way, Coventry, CV4 7DU.
Tel: 76419111 Email: sjtwcov@gmail.com
www.coventry-catholicdeanery.org.uk/sjtw

Name of Hirer / Organisation:	
Address	
Post Code	
Contact Telephone Number Day/Night, Mobile	
Email Address if available	
Reason For Hire	
Date Required	
Time Required Please allow time for setting up and clearing away.	
Facilities required: Main hall, Kitchen	
Is this a private or public event?	
Is food to be provided at the event?	
Notes or special requirements	

Payment Details

Hire Fee This will be made known at the time of the initial enquiry.	
Required Deposit Refundable and dependent upon the state in which the Hall is left.	
Total Cheques to be made payable to St Joseph the Worker	

I confirm that I have read and agree to abide by the Hall Booking Conditions and Regulations for Use and Hiring of the St Joseph the Worker Parish Community Hall.

Signature.....Date

Reservations can not be guaranteed until the form has been acknowledged and the deposit paid.

Please return completed form to the above address.

General

St Joseph the Worker Parish Community Hall has been financed by and built for the use of its parishioners. The Hall will be available to other organisations and members of the community, subject to the timetable of the church. Requests should be made to the Parish Community Hall Committee (PCHC), which reserves the right to refuse a letting.

The Hall will be available each day from 9am to 9.30pm. Bookings are not normally accepted for Sundays.

The kitchen is available for the preparation of food and drink at no additional charge.

Booking Conditions

1. The Hirer accepts and is personally responsible for adhering to the Booking Conditions.
2. Booking time includes the whole time the Hall is used by the Hirer. The Hirer must allow time for preparation and setting up and also for cleaning and clearing up after the event.
3. Supervision: the Hirer must ensure that groups of young children or toddlers have an adult to supervise their use of the Hall.
4. Damage: the Hirer will be liable for cost of repair of any damage caused to the Hall or to any property or equipment located in the Hall.
5. Cleaning: in the event of the Hall being left in an unsatisfactory condition the PCHC reserves the right to levy and extra charge on the Hirer to cover the cost of any additional cleaning or remedial work which is required.
6. Payment: payment must be made by the Hirer to the PCHC member at the time of booking, or at the latest on the day of the function. The Hirer is required to pay a deposit at the time of booking. Cheques should be made to "St Joseph the Worker Parish".

Regulations for use.

1. Smoking is not allowed in any part of the building.
2. No alcohol may be sold on the premises unless a Justices' licence has been obtained.
3. Any Justices' licence has to be arranged in conjunction with the PCHC.
4. The charge for the use of the Hall will be increased by 50% if a Justices' licence for the sale of alcohol has been obtained.
5. When a meal is served we ask that a prayer of thanks be said.
6. The hall must be left clean and tidy. In particular the Hirer must,
 - wash, dry and put away all crockery and cutlery
 - put away all rubbish in the bin provided, dispose of the plastic bag in the bin by taking it away.
 - clean the work surfaces and floors, vacuum carpet and put away equipment
 - turn off all electric lights, close and secure all windows and lock all the doors
 - return the keys to the PCHC member who gave the key to the Hirer

Hire Cost

The hourly booking rate for the Hall is £12 per hour. Or £60 for an all day booking (9.00 to 5.00)

Cheques should be made to "St Joseph the Worker Parish"

Hall Contacts:

- Cathy Wattebot 02476 675216 07963 800281 (bookings and spare keys)
- Peter O'Brien 02476 416852 07930 632153 (spare keys)
- Cathy Wattebot 02476 675216 07963 800281 (bookings and spare keys)
- Fr Michael Brandon 02476 674161
- Fr Paul Burch 02476 693752
- Mick Spelman 07803 855092 (keys) 02476 693735
- Geraldine Spelman 07988 461009 (keys) 02476 410372

A reduction is allowed for bookings for Church organisations and for charities.

Please contact Cathy Wattebot 02476 675216 / 07963 800281 or by e-mail cathy.wattebot@googlemail.com or any other PCHC member for further information.



NO SMOKING

**IT IS AGAINST THE
LAW TO SMOKE IN
THESE PREMISES**