

**ST. MICHAEL'S CENTRE**  
**St Michael's Hall, School Road, Bishops Cleeve, GL52 8BA**

**HIRE BOOKING FORM AND HIRE AGREEMENT**

Before completing this form, please first read the terms and conditions attached or at the link ([Word Version](#) / [PDF version](#)).

Then EITHER complete this form, save it to your computer and email it to the Bookings Team at [parishchurchoffice@gmail.com](mailto:parishchurchoffice@gmail.com) OR print off a copy, complete it, and post or take it to the Church Office at the address above. If the Office is closed, you can deliver your form through the letterbox in the glass doors at the rear (car park side) of the building.

A member of the Booking Team will contact you to confirm whether the date(s) and time(s) that you have requested are available, confirm the hire fee and deposit, request further information if required, and explain procedures for key collection and payment of the balance.

<b>Full Name</b>	
<b>Address</b>	
<b>Tel. no</b>	
<b>Tel. no mobile</b>	
<b>Email address</b>	
<b>Name of organisation (if not booking in a personal capacity)</b>	
<b>Date of Hire</b>	
<b>Commencement time of hire</b>	
	Ensure that you allow sufficient time to set up and clear away within your period of hire. Any period exceeding your booked time will be charged for.
<b>Finish time of hire</b>	
<b>Describe the nature of the event</b>	
<b>How many people will be attending?</b>	

Please tell us which of these three options you require:

- |   |        |
|---|--------|
| a) Main hall plus small hall plus kitchen. Basic hire charge £25 per hour | YES/NO |
| b) Small hall plus kitchen. Basic hire charge £10 per hour                | YES/NO |
| c) Main hall plus kitchenette. Basic hire charge £15 per hour             | YES/NO |

We require a deposit of £25 which will not be refunded if you cancel your booking within 48 hours before the event date.

If you intend to heat up food, (other than using the microwave) and/or use the dishwasher, there is an additional charge of £25 and the deposit is increased to £100.

**Do you require this facility?**

**YES/NO**

Please use the microwave on the kitchen surface if you are not accustomed to using a commercial microwave (this is situated on a shelf above the conventional microwave).

Please bring your own cutlery. We provide around forty cups, saucers and small plates free of charge. If you require additional crockery and/or cutlery the following rates apply:

**100 dinner plates £20**

**Do you require this facility?**

**YES/NO**

**100 cups and saucers £20**

**Do you require this facility?**

**YES/NO**

**Cutlery £20**

**Do you require this facility?**

**YES/NO**

Please leave the premises in the same condition as you found them. There are brooms and dustpans and brushes available for your use, and also a mop and bucket for cleaning the kitchen floor. Dirty mop bucket water **MUST** be tipped away down an outside drain, not down any of the kitchen sinks.

Children under the age of 16 are not permitted to enter the kitchen.

**Will you be hiring a bouncy castle or similar inflatable equipment?**

**YES/NO**

If you wish to use a bouncy castle or other similar inflatable equipment, please click on the Bouncy Castles link ([Word Version](#) / [PDF Version](#)) for terms, conditions and additional cost.

#### **DECLARATION**

I have read and understand the terms and condition set out in this Hire Agreement and agree to accept responsibility for the premises for the agreed period of hire and to pay the appropriate hire fee.

**SIGNED:**

**DATE:**

**NAME:** (capital letters)

Please email the completed form to [parishchurchoffice@gmail.com](mailto:parishchurchoffice@gmail.com) or send it to the Church Office, St Michael's Centre, St Michael's Hall, School Road, Bishop's Cleeve, GL52 8BA.

Payment may be made by cash or by cheque, payable to 'St Michaels Centre'.  
St. Michael's Centre (Bishops Cleeve) is a Registered Charity number 1157088

#### **For Office Use:**

Basic charge	
Cooking/dishwasher use	
Dinner plate hire	
Cups/saucers hire	
Cutlery hire	
Bouncy castle charge	
<b>Total</b>	