

St Matthew's Church Booking Form

St Matthew's Church, East Park Way,
Wolverhampton WV1 2DN

St Matthew's Church
— Growing in Christ —



Primary Contact Details:

Name		Phone Number	
Address		Mobile Number	
Postcode		Email Address	

Booking Details:

Description of the booking:	<i>What are you using the venue for?</i>				
Date of event		Start Time*		End Time*	
Estimated attendees					
Rooms Required (please tick)	Church Hall (cap. 60)	<input checked="" type="checkbox"/>	Kitchen* ²	<input checked="" type="checkbox"/>	
See booking pack for further room details	Chapel (cap. 30)	<input checked="" type="checkbox"/>	Worship Room (cap. 250)	<input checked="" type="checkbox"/>	
	Lounge (cap. 12)	<input checked="" type="checkbox"/>	ALL ROOMS (variable costs)	<input checked="" type="checkbox"/>	

*¹ NB: Timings as above must include all set-up and clean-up time requirements

*² NB: Kitchen available at no extra charge when booked with other rooms - tick is required to make booking

Charges for venue hire:

Note minimum charge = £25.00 (for 2 hours or any part thereof).

Time (per room)	Minimum Charge	
	Church Hall, Worship Room, Chapel	Lounge
Minimum of 2 hours	£25.00	£20.00
3 hours	£35.00	£25.00
4 hours	£45.00	£30.00
Additional hours	+ £10.00 per hour	+ £5.00 per hour

Total Costs:

	Time	Cost per hour	Total
			£
			£
		Total	£

Payment information

1. Hall hire costs will be reviewed annually at the start of each year by St Matthew's and any proposed changes will be notified to you in writing by email.
2. Invoices will be raised for each month retrospectively and payment is required in 7 days from date of invoice, either by cheque or Bank Transfer
3. Should you wish to make payment by Bank Transfer, our banking details are:

LLOYDS BANK, QUEENS SQUARE, WOLVERHAMPTON, WV1 1RF

Account: PCC OF ST MATTHEWS PARISH

Account number: 07845849

Sort Code: 30-99-83

4. Cheques should be made payable to "PCC of St Matthews Parish"

BOOKING FORM ACCEPTANCE:

Please read the notes overleaf **BEFORE** signing this document:

St Matthew's Church Council will not authorise the letting of the church hall unless the hirer agrees to agree to the following rules:

5. Insurance

It is the responsibility of the hirer to provide insurance for the event held. St Matthew's Church Council does not accept liability, other than for its statutory obligation, for events held in the hall.

2. Health & Safety

The hirer is responsible for ensuring that health and safety issues are adhered to, including:

- a. No more than 80 persons may use the hall*
- b. Children must be supervised at all times*
- c. Children must not be allowed in the kitchen unsupervised*
- d. If the kitchen equipment is used to prepare food, it must be by prior agreement with the St Matthew's Church Council's representative.*
- e. The hirer is responsible for the safe use of all equipment and to ensure that the proper Risk Assessments have been completed.*
- f. The hirer is responsible for any food prepared or consumed on the premises.*
- g. The hirer is responsible for any damage caused to the premises during the event.*
- h. Fire exits and doors must not be blocked in any way.*
- i. All accidents must be recorded in the accident book (in the corridor near the kitchen door)*

3. Other Information

- a. An extra charge may be made for events where special equipment is used (e.g. Disco equipment, bouncing castles). This must be notified to the Church Council's representative before the event.*
- b. Alcohol may not be sold anywhere on the Church premises.*
- c. Commercial sales of any product are not allowed without the express permission of the St Matthew's Church Council's representative.*

4. Timings

- a. The Hall Booking timings are as stated on page 2, and apply to the opening and closing times of the Hall.*
- b. The Hall Booking charges apply from the time of opening (unlocking) the hall until the hall is closed and locked after the event. Therefore, your Hall Booking timings as stated on Page 1 should reflect any set-up and clean up timing that may be necessary (including delivery times for Disco's / Bouncy Castles/ etc).*
- c. Please be aware that for parties and other functions, you should allow at least an extra 30 minutes for Hall clean up. It is totally the responsibility of the hirer for ensuring the hall, toilets and grounds in a clean and tidy condition, leaving all chairs and tables in their original position.*
- d. Please keep to the agreed and listed times so that the Church Council's representative can open and close the facility without undue waiting.*

5. Church Hall Key Access

The following St Matthew's Church personnel are contacts should any matter arise during the period of the booked event, or if it is necessary to arrange for early closure of the Church Hall during the booked period. Please call in order:

- | | |
|---|--|
| <i>1. Revd Matt Hird
Contact: 01902 471 889</i> | <i>3. Lee Blakemore
Contact: 01902 4718 89</i> |
| <i>2. Jack Hedger
Contact: 07505 171 396</i> | <i>4. Mr Roger Spruce
Contact: 01902 454 606</i> |

6. Data Protection

Agreed use of personal data as outlined below:

Please tick the box below to grant consent for your data to be used for the purposes of the booking.

By email [] By text [] By post [] By phone []

Where you do not grant consent we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting St Matthew's.

If you would like to be added to our database to receive updates about what else is going on at St Matthew's - please tick below.

Add my email to the database [] tick to confirm, please note you can unsubscribe at any time using the button at the bottom of the email or by contacting St Matthew's Church Wolverhampton. For more information on our privacy policy - www.stmatthewswolves.com/privacy

I, _____ have read and agree to the terms of use overleaf.

Signed: _____

Date: ____/____/____

Total cost of the booking: £ _____

Deposit paid on booking: £ _____

Balance to pay: £ _____