

St Giles PCC
Parish Rooms Letting Agreement
Woodstock Road, Oxford, OX2 6HA

Please complete and return to the Hall Administrator at the address above. Please note that bookings are not confirmed until you have received written confirmation from the Hall administrator and payment has been received. Payment may be made direct to our bank account, see terms and conditions for details.

YOUR DETAILS

Name: _____

Organisation (if applicable): _____

Address: _____

Contact telephone number: _____

Email: _____

BOOKING DETAILS

Main Hall (£20p/h) Meeting Room (£10p/h)

Date(s) Required: _____

Hours required (including set up and clear up time): _____

Payment is required a month in advance on the first business day of every month for regular users of the hall and in full on booking for one off users.

I have read and agree to the terms and conditions of booking (see reverse).

Signed Date

Print Name.....

CONDITIONS OF LETTING

1. All bookings are at the discretion of the Hall Administrator and will be terminated in the event that payment is in arrears by more than seven days.
2. The booking must be in the name of and under the direct supervision of at least one responsible adult, appropriate to the needs of the event.
3. Adherence to the booked times must be strictly observed; your booking must include setting up and clearing up time.
4. The Guidelines must be observed at all times.
5. The event must remain on Hall premises and only the room booked may be used. **At no time during the booking should the Hall be left open and unattended.**
6. Payment for one-off and occasional bookings is required in advance. Payment for regular users is on a monthly basis in advance. The Cancellation policy for the rooms is as follows:

Less than 7 days – 100% of the booking cost is retained by the Parish Rooms.

Less than 14 days – 75% of the booking cost is retained by the Parish Rooms.

Less than 21 days – 50% of the booking cost is retained by the Parish Rooms.

For any booking cancelled more than 21 days prior to the booking date a ten pound administration fee will be retained. Your booking is not secure until payment has been received and keys will not be allocated until this payment has cleared if paying by cheque.

7. We require a refundable deposit of £30 as a security against infringement of these Conditions. Specific damage will be invoiced additionally to the hire and set in the first instance against this sum.
8. All payments are to be made to the bank account of the St Giles PCC details of which are as follows:

Bank:	CAFBANK
Account Name:	St Giles PCC Oxford
Sort Code:	405240
Account Number:	00017039

Details of payments should be sent to the Hall Administrator at beneficemanager@st-giles-church.org and to the Treasurer of St Giles at treasurer@st-giles-church.org

9. No adhesives, abrasives, chalk or other powders are to be used on the floors or any blue tack style products or sellotape on the walls.
10. The Hall must be left in a clean and tidy condition. Cleaning materials are available. All your own rubbish bags, recycling, and other waste materials should be taken away with you. We may charge you for any rubbish left in the hall.

11. It is your responsibility to ensure the hall is left secure. Before you leave the Hall, all windows must be shut, chairs and tables stacked correctly and all lights switched off. All doors must be secured. Any loss or damage caused must be reported straight away, and rectification costs paid by the hirer.
12. Hirers are responsible for the safety of any equipment brought into the hall and for the safety of their members/guests and should have appropriate insurances.
13. ***No-one should touch or use equipment stored at the Hall by other organizations.***