

ST FRANCIS CHURCH PREMISES HIRING AGREEMENT											
Organiser:						Invoicing name: <i>(if different from organiser)</i>					
Contact Address:						Invoice address: <i>(if different from contact address)</i>					
Postcode:						Postcode:					
Organisers e-mail:											
Organisers Daytime phone number:											
Date(s) required:						Description of Event:					
Start Time:						End Time:					
Approximate number of attendees by age group:											
< 5		5-10		10-14		14-18		18-25		>25	
Facilities Required (please ✓)											
Hall		Parish Room		Main Church		Frankie's Garden					

I confirm that I am authorised to accept and will abide by the Terms & Conditions specified by St. Francis Church PCC for the use of the premises, and I agree to pay all fees in accordance with the schedule applicable for the booking.

I confirm compliance with PCC Safeguarding Policies regarding Children and Vulnerable Adults.

Signature of Hirer:						Date:					
Rate applicable:				Number of hours:				Total to Pay:			
Confirmation of Booking Acceptance: <small>(St. Francis Church PCC – Parish Administrator)</small>						Date:					

**Complete this form and e-mail (see below) OR bring it to the Parish Office during open hours only
(Wed to Fri ONLY: 0930 – 1200)**

**Hire is only confirmed upon receipt and acknowledgement of FULL PAYMENT (at time of booking) & Form,
By Cash or Cheque Payable to "PCC of St Francis".**

St Francis of Assisi Church – Parish Office
Church Road
Welwyn Garden City
Hertfordshire AL8 6QJ
Charity no. 1129849

01707 694191
admin@stfranciswgc.org.uk

www.stfranciswgc.org.uk
www.facebook.com/stfranciswgc

SCHEDULE OF CHARGES

(Note: No hire on Sundays or Bank Holidays)

Hourly Rates

	Maximum number of people	May to September	October to April
Church Hall: Weekdays: 0930 to 1800 (off-peak hours)	120	£18	£20
Church Hall: Weekdays: 1800 to 2200 (peak) Saturdays & School holidays (peak)	120	£20	£24
Church Hall includes use of large kitchen and toilets			
Parish Room: (includes kitchenette and toilets)	20 – 30	£18	£22

These charges apply from 1st July 2022, and are reviewed by the PCC annually

DEPOSIT payable (at time of booking)

Where total hire period is less than 3 hours	100 %
Where total hire period is more than 3 hours	25%

Additional: The PCC reserves the right to charge a refundable £100 security deposit.

CANCELLATION CHARGES

Cancellation by Hirer:

NOTICE GIVEN	Refund
Greater than 3 months	100% of deposit paid
1 – 3 months	75% of deposit paid
Less than 1 month	No refund of deposit

Where a confirmed booking has to be cancelled by the PCC due to exceptional unforeseen circumstance, then any amount paid will be refunded in full.