



Our Lady and St Cuthbert's Catholic Church
Maybole

Hall Co-ordinator:

Mr Thomas McCahill, 52 Whitefaulds Avenue, Maybole, KA19 8AS
Telephone: 01655 882884

PARISH HALL BOOKING FORM

(completed forms to be returned to the Hall Co-ordinator at the address above)

Name		
Address and postcode		
Contact telephone		
Purpose of booking		
Date requested		
Time requested	From:	To: (no later than midnight)
Signed	1)	2)

CONDITIONS OF BOOKING:

1. Church use is given priority, even over regular bookings.
2. If a regular booking is changed by the church, as much notice as possible will be given when the hall is needed for church purposes.
3. The hall must be left in a clean and tidy condition.
4. Tables and chairs must be left as you found them (unless agreed otherwise with the co-ordinator).
5. Any extraordinary damage must be paid for by the person signing this form.
6. The hall can only be used for activities suitable for church property.
7. The persons or organisation using the hall do so at their own risk, with the appropriate statutory arrangements for the activity they are undertaking.
8. All organisational activities with children, young people and vulnerable adults must have the proper and statutory obligations in place. A copy of an organisation's Child Protection Policy and regulations will be required for parish files.
9. The hourly rate is available from the hall co-ordinator.
10. Payment must be made when requested (cheques to be made payable to "Our Lady & St Cuthbert's").
11. Access to the hall is made through the co-ordinator
12. On leaving the premises, please be mindful of our neighbours, and leave quietly.
13. If booking for an organisation two signatures will be required on this form.