

# ST MICHAEL THE ARCHANGEL CHURCH

Name .....

Address .....

.....

.....

Postcode ..... Tel .....

Date hall required .....

Time: from ..... to .....

Full use of kitchen required: YES / NO

Brief description of type of function being held:

.....

I accept the booking terms and conditions

Signed ..... Date .....

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## The following booking has been confirmed:

Date hall required .....

Time: from ..... to .....

Full use of kitchen required: YES / NO

A deposit of £50 is required, which will be returned to you after the booking, providing the booking conditions are adhered to and the premises left in a satisfactory condition.

In the event of a cancellation a £10 administrative fee will be payable.

### Booking Conditions:

1. All functions must be over by 10pm.
2. St Michael's is a non-smoking building.
3. Alcohol can be consumed in moderation with a meal.
4. The centre of the Church can only be booked at the discretion of the Church Council for appropriate activities.
5. Noise must be kept within reasonable limits so as not to disturb those in neighbouring properties.
6. Fire doors must not be obstructed.
7. All non-recyclable rubbish must be taken away.
8. Failure to comply with any conditions will result in loss of deposit.

A steward will meet you at the start of your booking to unlock the building and will lock up afterwards. St Michael's Church accept no responsibility for accident or injury which may occur during a private booking.

There are no facilities for telephoning emergency services so please make your own arrangements for this, ie. mobile telephone. The First Aid kit is located in the kitchen—please record any accidents. Please record any Health & Safety issues on the notice board next to the office. Please familiarise yourself with the location of fire exits and fire extinguishers.

We hope your function will be enjoyable and please let us know if there have been any problems with your hiring of our building.

**Thank you**

# ST MICHAEL THE ARCHANGEL CHURCH GALMINGTON, TAUNTON

Thank you for your enquiry into hiring our building.

The summer charges (April-Oct incl.) are per hall:

Private daytime bookings	£12 per hour (including light use of kitchen)
Evenings from 6pm	£14 per hour (min. booking of 3 hours)
Full use of kitchen facilities	£5 per hour in addition

The winter charges (Nov-March) are per hall:

Private daytime bookings	£13 per hour (including light use of kitchen)
Evenings from 6pm	£15 per hour (min. booking of 3 hours)
Full use of kitchen facilities	£5 per hour in addition

- *Full use of kitchen facilities is defined as use of appliances other than those used for light refreshments.*

A deposit of £100 is required, which will be returned to you after the booking, providing the booking conditions are adhered to and the premises left in a satisfactory condition.

In the event of a cancellation a £10 administrative fee will be payable.

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