

**Application Form to be used when requesting the use of
Seagoe Parish Centre Facilities**

Name of Organisation:
 Applicant's Name:
 Position in Organisation:
 Address: Cost Centre No:.....
 Postcode:
 Telephone No: E-mail:
 Proposed Use and Nos.:
 Date(s) requested:
 Time(s) required: from to

Area/room requested (please tick):

- Edenderry Hall Bocombra Room (Quiet Room) Carn Room (Red Room)
 Old School Levaghery + Hacknahay (Green Room) Drumgor Room (Blue Room)
 Rotunda Levaghery / Hacknahay (½ Green Room) Kitchen

Set-up Style (Please tick style required and provide details on a separate page)

- Theatre Classroom Boardroom U-shaped Cabaret Banquet

Please specify number of chairs required Please specify number of tables required

Rooms/Areas	Mon – Sat rate per hour	Maximum Seating Capacity
Edenderry Hall (Main Hall)	£47.50	200
Old School (2 adjoining rooms) Room 1 (Front)	£16.00	75
Old School (2 adjoining rooms) Room 2 (Back)	£16.00	90
Rotunda	£25.00	80
Bocombra Room (Quiet Room)	£25.00	50
Levaghery + Hacknahay - combined (Green Room)	£22.00	50
Levaghery / Hacknahay - single (½ Green Room)	£15.00	25
Carn Room (Red Room)	£10.00	5
Drumgor Room (Blue Room)	£15.00	20
Kitchen	£10.00	n/a

Equipment Required (please tick):

- Flipchart Data Projector/Screen Mic TV/Video Piano Technician Lecturn

Catering Requirements:

	No. of Persons	Serving Time
<input type="checkbox"/> Morning Tea, Coffee, Scones/Biscuits		
<input type="checkbox"/> Lunch Tea, Coffee, Sandwiches and/or Traybakes		
<input type="checkbox"/> Afternoon Tea Tea, Coffee and/or Scones/Biscuits		

NB: Hot Meals and Special Dietary Requirements are available on request – please provide details:

Declaration

I wish to book the above Seagoe Parish Centre Facilities. I confirm that I have received a copy of the Terms and Conditions of Hire, which I have read and accept, including the hire charges applicable if the booking is confirmed. I am over 18 years of age and have authority to sign the Application Form on behalf of the Organisation named above.

Signature: Date:

Please note: The booking is only confirmed when an Application Form has been completed, signed and submitted along with Deposit + Proof of Insurance (if required), and has been accepted by the Booking Officer.

For office use only			
Booking Reference No.	Insurance	Deposit	Booking Confirmed

Seagoe Ministries

General Information on Hiring Seagoe Parish Facilities

Terms and Conditions of Hire

Bookings	The applicant booking the facility must be 18 years of age or over. The booking is only confirmed when an Application Form has been completed, signed and submitted along with deposit and proof of insurance (if required) and has been accepted by the Booking Officer.
Special Charges	Discounts may be negotiated for extended use.
Deposits	A deposit of 25% of the full booking fee is required when booking. The balance is normally payable on or before the day of the event. The deposit is non-refundable in the event of cancellation.
Cancellations by Seagoe Ministries	All approvals are subject to cancellation without notice. In the event of such a cancellation every effort will be made to ensure that as much notice as possible is given and alternative accommodation offered. This right will not be exercised unless absolutely necessary. Seagoe Ministries accepts no responsibility for any loss sustained by the Hirer as a result of the cancellation of any booking by Seagoe Ministries.
Insurance	Seagoe Ministries does not accept responsibility for the damage or loss of property belonging to the Hirer whilst on the premises. The Hirer may be required to produce evidence of having obtained Public Liability Insurance cover to a level of £5,000,000. If the Hirer does not have such insurance please speak to the Booking Officer.
Access	Duly authorised personnel shall at all times have the right of free access to all parts of the building for purposes of inspections.
Security	Seagoe Ministries reserve the right to make an additional charge for security where this is considered necessary. Seagoe Ministries also reserve the right to refuse entry and to ask any person(s) to leave in the interest of security or on other grounds.
Stewards	Hirers of the facility are required to have a sufficient number of stewards to efficiently protect the premises as well as to attend to the opening and closing of doors with a view to ensuring the comfort and safety of the audience/attendees. Stewards will comply with all directions given by the duty staff.
Performing Rights Society	There is a legal requirement on the organiser of the event to pay a fee to the Performing Rights Society (PRS) if live music is performed during an event.
Notices	Seagoe Ministries reserve the sole right to place advertisements in any part of the building or approaches at all times. Nothing is to be attached to the walls, doors or windows without the permission of Seagoe Ministries or the duty staff. We reserve the right to charge for any damage to the building.
Catering	The facility can provide a catering service.
Fire Safety	Hirers are responsible for ensuring that Fire Safety and Security arrangements are announced prior to the start of any event/meeting. Fire exits must be clearly identified to all persons present.
Restrictions	<ul style="list-style-type: none">• The facilities are not available for use on Sundays except for approved purposes.• Alcohol is not permitted on the premises.• Smoking is not permitted in the building.• Seagoe Ministries reserves the right to decline any application for the hire of any part of the building.