

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

Please complete and return to the Benefice Manager by email to the [beneficemanager@st-giles-church.org](mailto:beneficemanager@st-giles-church.org). Please note that bookings are not confirmed until you have received written confirmation from the Benefice Manager and payment has been received.

**YOUR DETAILS**

**Name:** \_\_\_\_\_

**Organisation (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**BOOKING DETAILS**

**Main Hall (£17p/h)**       **Meeting Room (£7p/h)**

**Dates Required:** \_\_\_\_\_

**Hours required (including set-up and clear-up time):** \_\_\_\_\_

**Time: From** \_\_\_\_\_ **To** \_\_\_\_\_

*Payment is required in advance and is to include a £10 non-refundable administration fee additional to the total of hours the booking is for.*

*It is your responsibility to ensure that you contact and the Benefice Manager the week before the booking to arrange collection of the key. Please ensure that you return the key as you leave after the event.*

**I have read and agree to the conditions of booking.**

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

Print Name.....

## **CONDITIONS OF BOOKING**

1. All bookings are at the discretion of the Benefice Manager and will be terminated in the event that payment is in arrears.
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 Conditions of Booking 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:

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

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

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

Your booking is not confirmed until payment has been received and keys will not be allocated until this payment has cleared if paying by cheque.

7. 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

Please advise the Benefice Manager when payments have been made: [beneficemanager@st-giles-church.org](mailto:beneficemanager@st-giles-church.org).

9. Exits must remain clear at all times.
10. 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.
11. 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.

12. 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.
13. 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 insurance.
14. *No-one should touch or use equipment stored at the Hall by other organisations.*