



The Mary & Margaret Charity

Group Booking Form 2021

St Margaret's Chapel is available for hire by groups when it is not open to the public. In general this will be after 4.30pm. The trustees reserve the right to refuse a booking. Regular weekly groups may book sessions *in advance* for up to 3 months at a time.

Name of Group
Number of people attending (max 30).....
Main Contact.....
Mobile phone contact number.....
Email address.....
Planned activity.....
.....
Date(s) requested
Time(s) requested.....

Hire Charges

All groups Minimum 2 hours, £25.
Additional hours @ £10/hour. Set up & clearing up included in the hire time.

Extra fees Large groups (more than 20) will incur a £10 admin fee
Extra furniture / chairs set up by the charity £10 fee

Payment

Payment should be made in advance of the activity by cash or Bank transfer, details below:
Account Name: The Mary and Margaret Charity
Sort Code: 40-52-40
Account Number: 00031407
Invoices can be issued on request.

Guidelines for Groups

- Groups should not remove or alter any of the permanent objects in the chapel, apart from chairs to suit the activity.
- After use lights and heating must be switched off, all doors locked, and keys returned promptly according to the instructions given.
- Heaters must not be covered.

- Candles should always be in a suitable candle holder and never placed directly on the furniture or carpets to prevent wax dripping onto the furnishings & fittings. All candles to be extinguished when you leave.
- No posters or flyers to be placed in the complex without permission. They will be removed.
- Posters and flyers should promote your event and not the complex. Please do not use images of the site to promote your event.
- Any professional filming or photography to be used commercially requires a special permit. Please inquire when you make your booking.
- Groups are responsible for the health & safety of their group when using the complex. Please familiarise yourself with the layout, exits etc. It is the group leaders' responsibility to advise the group of all emergency procedures.
- Group leaders are responsible for the security of the Chapel during the hire period.
- Group leaders are responsible for any damage to the chapel fixtures and fittings.
- Groups are responsible for checking if they need Public Liability Insurance for their event.

On behalf of my group, we agree to abide by the guidelines and terms set out in this document.

Signed

Date.....