

## Group Booking Form 2023

St Margaret's Chapel is only available for hire by groups when it is not open to the public. Usually this will be after 4.30pm daily. Your activity should be finished by 10pm to avoid disturbing our neighbours. 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, £30.  
 Additional hours @ £12/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 will be charged at £10.

### Payment

Payment should be made in advance of the event by cash or Bank transfer, details below:  
 Account Name: The Mary & 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 must be switched off, all candles extinguished, all doors locked, and keys returned to the key safe. Please do not turn off or change the settings on the heaters.
- Heaters must not be covered.
- Candles should always be in a suitable, safe, 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 without permission.
- 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.....



Print Name and Group Name

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Please return the completed form to [abbeyparishes@gmail.com](mailto:abbeyparishes@gmail.com)