

BOOKING FEES FOR CASTLE CHURCH HALL AND BARN
Newport Road, Stafford, ST16 1DP

as of April 2016

Hall Only

Monday - Friday 9am - 10pm	Saturday 9am - 6pm	£18 per hour £50 per 4 hour session
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Hall and Kitchen

Monday - Friday 9am - 10pm	Saturday 9am - 6pm	£20 per hour £60 per 4 hour session
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Kitchen Only

Monday - Saturday	£12 per hour
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The Barn

Monday - Saturday	£18 per hour £50 per 4 hour session
Saturday Evening	£55 per 4 hour session (6pm - 10pm)

Entire Complex (Hall, Meeting Rooms, Kitchen & Barn)

Monday - Friday 9am - 10pm	Saturday 9am - 6pm	£100 per 4 hour session
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Use of Bouncy Castle, DJ/Disco etc.	£10 towards the cost of Electricity
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We hope you have a pleasant and successful event. Thank you for adhering to the terms and conditions for the hire of Castle Church Hall / Barn. They are designed to ensure that your event can take place safely, in order that the people attending your event can have an enjoyable time.



**BOOKING FORM FOR
CASTLE CHURCH HALL AND THE BARN**

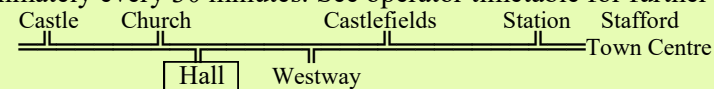
Contacts:

Administrator	01785 241894
Website	www.castlechurch.org.uk
Email	castlechurch@aol.com

Please return to the Church Administrator
within 10 days of receiving this form.

How to find us:

The Hall is 1¼ miles east of Stafford Town Centre on the A518 Newport Road. Arriva bus (to Newport) runs from opposite the Railway Station approximately every 30 minutes. See operator timetable for further details.



Use of the Car Park is free to hirers, but we cannot guarantee that sufficient spaces will be available for all your party. Vehicles are parked at the owner's risk. Castle Church PCC accepts no responsibility for theft or damage to vehicles.

Part of complex to be hired	Hall / Kitchen / Barn / Entire Complex	
Name of applicant (responsible for payment)		
Address		
Email address		
Telephone number		
On behalf of organisation		
Is the applicant on Castle Church Electoral Roll		
Date required		
Time required	From	To
Total Number of hours		

Security Deposit:

A cheque made payable to "CASTLE CHURCH PCC" for £50.00 and a self-addressed envelope must accompany this Booking Form.
It is agreed that, if in the opinion of the Caretaker, the premises are not left in good condition or there have been any breakages, the whole or part of the Security Deposit will not be refunded.

Please answer the following questions:

1	Will alcohol be served?	Yes	No
	If Yes, will alcohol be sold?	Yes	No
	If Yes, please give name and address of licence holder.		
2	Will there be dancing?	Yes	No
3	Do you require the use of the kitchen?	Yes	No
	If Yes, do you require the use of equipment?		
	Cookers/Fridge/Freezer/Microwave/Heated Cupboard?	Yes	No
	Crockery?	Yes	No
4	What is the maximum number of persons you expect to attend?		
5	Do you carry insurance in case of accidents?	Yes	No
6	Please give name and address of the person responsible for the behaviour of those attend the function, clearing up and locking up after the function, if different from the Applicant / Licence Holder.		
7	I agree to the terms and conditions as set out in this Booking Form and the regulations for letting and use.		
	Signed	Date	