



VENUE BOOKING APPLICATION FORM

Thank you for choosing St. Chad's, Shrewsbury, for your event.

Please contact us via the Contact Form on our website [<https://stchadschurchshrewsbury.com>] or by email to venuebooking@Stchadschurchshrewsbury.com to confirm dates and the applicable fees for your hire *before* completing this Booking Form.

All details MUST be completed.

Admin use only Reference Number

		HIRER	NAMED CONTACT ON THE DAY						
Title									
Name									
Organisation									
Billing Address									
Post Code									
Registered Charity Number (if applicable)									
Contact Telephone Number		Landline	Landline						
		Mobile	Mobile						
Email address									
Requirements: <i>* refer to Room Hire Charges</i> <u>The premises & Car Park MUST BE vacated by 2300 hours.</u>	Venue	St Chad's Church <input type="checkbox"/>		Parish Hall <input type="checkbox"/>					
	Nature of Event								
	Date of Event								
	Times required*	From	To	From	To				
	Rehearsal: Date								
	Times required*	From	To	From	To				
	Expected Numbers	Max. Numbers: 1,200		Max. Numbers: 80					
	Car Park	<i>See "<u>Room Hire Charges</u>" - all spaces must be pre-booked and paid for in advance.</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>		No. of Spaces [<i>max. 20</i>] <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Date</td> <td style="width: 40px;"></td> </tr> <tr> <td style="text-align: center;">Date</td> <td></td> </tr> </table>	Date		Date
Date									
Date									
Layout (Church) Briefly outline your requirements for the event e.g. choir &/or orchestra numbers etc.		Organ <input type="checkbox"/> Piano <input type="checkbox"/> Tuning <input type="checkbox"/>							
Publicity		If you would like your event advertised in our Pew Sheet and on the Church Noticeboard (<i>subject to space availability</i>) tick <input type="checkbox"/> All material should be with the Church Office two weeks before the event.							
Do you need recurring dates? <i>If so, we'll contact you to discuss your requirements.</i>		Yes <input type="checkbox"/>		Yes <input type="checkbox"/>					



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Licensing:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you intend selling alcohol then a Licensed Event Booking Form MUST be completed.
Catering Facilities Will you be requiring the use of the Kitchen (Parish Hall only).		Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability Declaration*	I/We have my own Public Liability Insurance and have attached a copy with this Booking Form. <input type="checkbox"/>	
	I/We do not have Public Liability Insurance. I am not a Registered Charity, Commercial, Professional or Political organisation, and understand that I am liable for any incidents that may occur during the hire of the premises where it is my responsibility to ensure the safety of people at my event. <input type="checkbox"/>	
Risk Assessment	I/We understand that a Risk Assessment of my event is required before the booking takes place. <input type="checkbox"/>	
Agreed Fee	£	
Security Fee	£	
Damages Deposit	£	
Total Fee Payable	£	Payable not less than 4 weeks in advance of the date of your Event. If the booking is made less than 4 weeks in advance of the Event then the Total Fee Payable is due on booking.
Payment Details	I/We will be paying by cheque <input type="checkbox"/> Internet Banking <input type="checkbox"/> <b style="color: red;">Cheques to be payable to: The PCC of St Chad's Church Shrewsbury. For payment by bank transfer our details will be provided as part of our booking process. Please quote our Reference in the payment details.	
Return of Deposit(s)	<u>Please provide your Bank Account:</u> Account Name: Sort Code: Account Number:	
Safeguarding of Children, Young People & Vulnerable Adults	<i>I have read and understood Clause 6 of the Terms & Conditions..</i>	
I HAVE READ AND AGREED to the		
<ul style="list-style-type: none"> ❖ Terms and Conditions of Hire ❖ Mandatory Licensing Requirements (<i>if relevant</i>) 		
Signature		
Date		

This Venue Booking Application Form and payment (if by cheque) should be sent to:
Venue Booking, St Chad's Church Office, 1 St Chad's Terrace, Shrewsbury SY1 1JL or by email to venuebooking@stchadschurchshrewsbury.com

The Booking will only be confirmed when the required payment has been made and the Venue Hiring Agreement, which includes the Terms & Conditions*, had signed by the Hirer and the Parochial Church Council of St Chad's Church Shrewsbury's Authorised Representative.

*** These can be viewed on our website or request a copy by email.**