

# BOOKING AGREEMENT FOR THE CHURCH HALL

at St Dunstan's Church, Monks Risborough

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This agreement is made between St Dunstan's PCC and the Hirer and is an acknowledgement that both parties agree to the terms and conditions as set out in the document '[Lettings Policy & Agreement for all Church Hall Bookings](#)'.

It recognises that both parties are responsible for setting up a safe environment, for being properly insured and for obeying all statutory requirements that are in place at the time of hire.

Each booking must complete a [Risk Assessment](#) form.

## Booking Conditions and Process

- The Hirer is advised to read through the document '[Lettings Policy & Agreement for all Church Hall Bookings](#)' and should then complete this booking agreement, returning it and the completed [Risk Assessment](#) to the Bookings Secretary by hand or as scanned documents or photograph by e-mail.
  - The person signing the booking agreement (the 'Hirer') is responsible for all aspects of the hire and for agreeing to adhere to all aspects of the terms and conditions as set out in the document '[Lettings Policy & Agreement for all Church Hall Bookings](#)'.
  - The Hirer must be a responsible adult over the age of 18 and have the authority to bind the organisation represented; in the event of a change of personnel, the Hirer undertakes to nominate a successor of similar authority.
  - On receipt of a signed and completed booking agreement and [Risk Assessment](#), the Bookings Secretary will send the Hirer an e-mail confirming the booking.
  - Any requests for amendments to the booking must take place at least 5 days prior to the date of hire, albeit the Hirer must not presume that any amendment will be automatically agreed. Confirmation of any such amendment will be sent to the Hirer. St Dunstan's PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated; in this circumstance, the PCC would seek to give two weeks' notice but cannot guarantee that.
  - If for any reason, the premises are closed or the booking is cancelled, no compensation shall be payable by or on behalf of the PCC to the Hirer or to any other person by reason of such cancellation.
  - Any fees paid to the PCC in respect of a booking which is subsequently cancelled by the PCC will be refunded by the PCC unless the cancellation is by reason of damage being caused at a linked booking.
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## Confirmation of Agreement

I agree:

- to the conditions of the document 'Lettings Policy & Agreement for all Church Hall Bookings'
- to the conditions of this booking agreement and the completed Risk Assessment
- to the booking times and dates agreed in correspondence

Contact name (for booking) .....

Contact mobile number .....

Contact email address .....

Date the Hall is required .....

Hall booked for (Group/Reason) .....

Start Time .....

End Time .....

Expected number of attendees .....

Signature (type is acceptable) .....

Date .....

**\*\*A completed HSE Form must accompany all bookings- thank you\*\***

## Charges for hiring the Hall

- £20 for up to 2 hours
- £30 for up to 4 hours
- £45 for up to 8 hours

## Payment Details

Cheques payable to St Dunstan's Church Monks Risborough PCC, or by BACS (*preferred*)

Bank	Barclays Bank
Sort Code	20 85 73
Account number	30015164
Account name	St Dunstan's Church Monks Risborough PCC

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