

St Monica's Parish
Application for a Private Function at the Large Hall

521 Green Lanes, London N13 4DH

TO BOOK: Send the completed form to Crompton Payne, c/o 1 Stonard Road, London N13 4DJ
e-mail palmergreen@rcdow.org.uk

1. Type of Event/Celebration:

- Adult Party Child Party * Wedding Anniversary Meeting
 Parish Activity 1st Communion Confirmation Baptism Funeral
 Other (please specify) * *Only available where the guest of honour is under 16 years of age*

2. Facilities Required

- Alcohol \$ Microphone Other (please specify)

Hire includes use of the Large Hall and toilets, coffee bar, small kitchen facilities and stage IN FRONT OF CURTAINS ONLY. The main stage, dressing rooms and circle seating are NOT included.

\$ Alcohol - there is a charge, to be paid separately, for a committee member to be present

Date required:

Start time:

End Time:

No. of people expected:

Adults

Children

Total

Name (Print):

.....

Address:

.....

Phone/Mobile

.....

E-Mail

.....

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS SET OUT BELOW

Signed:

Print name:

for office use only:

Date of booking:

Deposit:

Full charge:

Reference Number

Received by:

Date banked:

St Monica's Parish Large Hall

ANY HIRE OF THE PREMISES IS SUBJECT TO THE TERMS & CONDITIONS SET OUT BELOW

Further terms of hire may be specified by the Parish.

- a) Applications for a private function must be approved by the Parish. Completion of this form does not constitute approval of the application
 - b) Two cheques or proof of payment must accompany your application. The first a deposit of, at least, £100 to cover any potential loss, damage or additional cleaning costs. The second for the hire fee as agreed by the Hall Administrator.
 - c) Please make all cheques payable to "St Monica's Parish" or use Account Name: WRCDT St Monica Palmers Green; Sort Code: 40-05-20; Account number: 41096176
 - d) Maximum capacity for the building is 406
 - e) Children must be supervised **at all times** by an adult AND MUST COMPLY WITH THE RULES RELATING TO ENTRY TO THE BAR AREA
 - f) At least 3 weeks' notice must be given of any cancellation. Without such notice, we regret that the fee is non-refundable.
 - g) Functions must be finished by 11pm and the Premises must be vacated by 11.30 pm at the very latest.
 - h) The hall and kitchen must be cleaned after use and all rubbish placed in the commercial bin at the rear of the hall.
 - i) All attendees must leave the premises quietly to minimise disturbance to nearby residents: no slamming of car doors or sounding horns.
 - j) Where amplified live/recorded music is played, the applicant must comply with instructions from the Administrator relating to regular checks that noise levels do not disturb nearby residents.
 - k) No alcohol may be brought onto the premises unless by express arrangement with the Parish.
 - l) Fire Safety: Please ensure that you follow the procedures below while using the building.
- * PLEASE NOTE THAT ST MONICA'S LARGE HALL IS A SMOKE FREE ZONE *
- Smoking is only permitted outside the building

FIRE SAFETY WHEN USING THE BUILDING

- a) Fire escape routes are clearly signposted and there is emergency lighting to aid escape.
- b) Please ensure that all fire exits are kept clear at all times by users.
- c) In the event of a fire being discovered, please direct everybody to leave the premises and assemble at the far side of the car park. Please ring the Fire Brigade on 999 immediately.
- d) The inward opening main entrance doors shall be locked in the open position by the use of keys, whilst the Public are on the Premises
- d) No lighting candles without prior permission from the Hall Administrator.