



Holy Cross
Croy

Parochial Hall Booking Application Form

Name of Applicant: _____

Address of Applicant: _____

Home Telephone Number: _____

Are you over 21? Yes No If no, please state your age: _____

Are You a Parishioner? Yes No

Date Required: _____

Time: _____

Nature and purpose of event (If wedding, please state church):

Details of the numbers expected to attend:

Adults: _____ Children: _____

Please use this space to provide any other information that you think may help us when considering your application:

Please note that the person making this application is responsible for ensuring that all of the Hall Booking Conditions are adhered to, which are overleaf

All damages must be paid for.

Signature of Applicant: _____ Date: _____



It is for the applicant to ensure that they meet all legal requirements and conditions that may affect their use of the hall or the running of any event.

The maximum capacity of the hall is 125 people - no exceeding of this limit will be permitted.

Smoking is not permitted in the Hall building; sand tins will be provided in an outside area and must be used. Taking of glasses/bottles outside is not permitted. Persons so doing will be evicted from the hall.

No chewing gum, this is totally prohibited anywhere on the premises.

The applicant shall be responsible for damage to the hall or its fixtures and fittings. The hall shall be inspected before and after an event. Any damages shall be notified to the applicant. The sum required to repair the damages should be paid as soon as possible. For the avoidance of doubt, breakages of glassware and crockery shall not be billable provided such breakages are not excessive. The amount deemed to be excessive shall be determined at the discretion of the Committee.

Music and noise must be kept to a minimum at any event that coincides with the time of any Mass or other event which is taking place in the Church. All afternoon functions are available from 1pm-5pm, with the hall to be vacated by 5:30pm, evening functions must finish by 11.30pm for the hall to be vacated by midnight.

No outside bar facilities will be permitted use of the hall at any event. Holy Cross Parochial Hall Committee will apply for a licence on behalf of the applicant where bar facilities are required — all bar facilities will be provided by the Holy Cross Parochial Hall. Normal licensing rules apply. No one under 18 to be served alcoholic drink, bar staff may ask for age identification, please comply with this request. No drink to be taken into the hall.

All food catering is the responsibility of the applicant - a certified catering firm should be used to ensure compliance with current food legislation. External Caterer's Declaration form must be completed. There will be an additional hire charge for caterers wishing to use the hall crockery.

18th and 21st birthday parties are not permitted in the hall.

All children must be properly supervised.

After the function, the hall must be left in a neat and tidy condition. Tables & Chairs should be returned to their original position.

Table Decorations are allowed and there is a Display Board available for use. Banners may be used only fixed by means of clothes pegs on the curtains.

Any bookings are confirmed subject to the submission of the completed Booking Form and agreed booking deposit. If these have not been received after one week then the Application will be deemed declined. All charges are subject to review by HCP Hall Committee. The Charges to apply will be this applicable at the time of booking.

Agreement on the Safe Use of Parish Premises

In order to safeguard children, young people and vulnerable adults, the person responsible for hiring the premises must sign the relevant declarations:

- I/the organisation that I represent will not be involved in working with children, young people or vulnerable adults on these premises.
- I/the organisation have obtained the written consent of the parents/carers responsible for all children and young people under the age of 18 with whom we will be working on these premises.
- I/the organisation can confirm that we will exercise a supervisory function over any children and vulnerable adults that are present at our event(s), and we will endeavour to ensure that everyone is kept safe.
- I/the organisation that I represent have/has a safeguarding policy in place and undertake(s) to follow the Code of Practice contained therein. A copy of the full policy has been provided to the person responsible for managing the premises.
- I/the organisation that I represent do not have a safeguarding policy in place and undertake to comply fully with the Church's safeguarding policy (see below) and code of practice and I/the organisation can verify that the required safe recruitment process, including PVG approval where appropriate, is in place.
- All those who are working with children, young people or vulnerable adults during this premises booking have gained membership of the PVG Scheme, where appropriate.
- I understand that, if the organisation I represent is found to be in breach of this declaration, the Church reserves the right to cancel any booking agreement immediately.

Signature: **Date:**
(Responsible Person)

Name in full:

Policy from Scottish RC Bishops may be accessed at
<https://www.rcag.org.uk/index.php/safeguarding/in-god-s-image>