



# St Andrew's Psalter Lane Church

An Anglican Methodist Partnership

## St Andrew's Psalter Lane Church and Shirley House Booking Form

<b>Name of Hirer:</b> (Group or Organisation)			
<b>Contact Name:</b>		<b>Telephone No.</b>	
<b>Contact Address &amp; Post Code:</b>			
<b>Email address:</b>			
<b>Method of payment:</b>			
<b>Billing address (if different from above):</b>			

Please refer to the booking information sheet for session times and maximum room capacity

<b>Event Title:</b>		
<b>Date(s) of event</b>	<b>Date:</b>	<b>Date:</b>
<b>Session:</b>		
<b>Room or Building requested:</b>		
<b>Maximum room capacity:</b>		

**This declaration must be signed by the hirer.**

I/We confirm that I/we have received a copy of Conditions of Hire and Guidance Notes and accept the terms and conditions therein.

Name(s):

Signed:

Date:

Group/Organisation:

To confirm your requirements please complete this form and return to:

**The Caretaker, Church Office, Shirley House, 31 Psalter Lane, Sheffield S11 8YL**

**Email: [bookaroom@standrewspalterlane.org.uk](mailto:bookaroom@standrewspalterlane.org.uk)**



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## Summary Terms

(Please refer to our full document for a complete list of Conditions of Hire.)

### HOUSEKEEPING:

- Rooms must be left tidy, with furniture replaced as agreed and no rubbish left on Church property at the end of the hire period.

**Failure to comply will incur a cleaning charge of £25.**

- All damage and breakages must be reported to the Caretaker. A charge may be made for the replacement of broken items.

### SAFEGUARDING:

- Please make yourself aware of our Safeguarding Policy and procedures at <https://www.standrewspalterlane.org.uk/our-safeguarding-policy/>

### INSURANCE:

- The hirer is responsible for their own public liability insurance, if required.

### HEALTH AND SAFETY

- This is a **no smoking venue** with alcohol use by written permission only.
- Electrical equipment may only be used with the prior agreement of the Caretaker and any equipment belonging to the hirer must comply with current safety standards.
- **The hirer is responsible for the safe evacuation of its participants in the event of a fire** and should be familiar with the fire regulations and the location and use of fire protection and detection equipment. Fire escape routes must not be blocked and the area in front of church, including both gateways, must be kept clear at all times to allow access for emergency vehicles.

### CANCELLATIONS:

- We reserve the right to cancel or change a booking.

### ADVERTISING: **St Andrew's Psalter Lane Church**

- Please ensure you use the correct Name and Address of our church in any advertising

*PAYMENTS: Please make your payment by BACS to: Yorkshire Bank, Sheffield S1 1LL, Sort Code: 05-08-08, Account No: 36930499. Please email the office to acknowledge payment. Other forms of payment will only be accepted in exceptional circumstances, please contact the office if necessary.*