

QUEENSWAY CHAPEL: Policies  
QWC-03b. HIRE AGREEMENT & PRICE LIST -May2023

|   |   |
|---|---|
| <b>Description of the activity</b>                                    |   |
| <b>Contact details of hirer</b>                                       | <b>Contact details for person supervising the activity if different</b> |
| Name:   | Name:   |
| Address:  | Address:  |
| Post Code:  | Post Code:  |
| Telephone:  | Telephone:  |
| email:  | email:  |
| Have you used the facilities before? Yes/No                           | Name of key holder:   |
| Name for the invoice:   |   |
| <b>DATES REQUIRED. - -<br/>( with TIMES. If a one off Booking - )</b> |   |

| Rooms required                    | Times required including preparation and clearing |     |     |     |     |     |     |
|-----------------------------------|---|-----|-----|-----|-----|-----|-----|
|                                   | Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
| <b>Queensway Chapel</b><br>- all  |   |     |     |     |     |     |     |
| Chapel                            |   |     |     |     |     |     |     |
| Prayer Room                       |   |     |     |     |     |     |     |
| Fellowship Room                   |   |     |     |     |     |     |     |
| Counselling Room                  |   |     |     |     |     |     |     |
| Kitchen                           |   |     |     |     |     |     |     |
| <b>Queensway Hall</b>             |   |     |     |     |     |     |     |
| Main Hall inc small kitchen area. |   |     |     |     |     |     |     |
| Meeting Room                      |   |     |     |     |     |     |     |
| Kitchen                           |   |     |     |     |     |     |     |

I agree to abide by the terms and conditions set out in the document "**Queensway Chapel and Hall Terms and Conditions for the Use of the Premises**" –

Signed \_\_\_\_\_

|  |  |   |  |
|--|--|---|--|
| <b>Total Fee(one off or per month)</b> |  | <b>Deposit Payable Immediately if hire charge is greater than £65</b> |  |
|--|--|---|--|

**Confirmation of booking and charges**

|                                |      |      |
|--------------------------------|------|------|
| <b>Signed on behalf of QWC</b> | Name | Date |
|--------------------------------|------|------|

## HIRING CHARGES as of 01 July 2023

| Queensway Chapel (Per Hour)          |              | Queensway Hall (Per Hour)             |        |
|--------------------------------------|--------------|---------------------------------------|--------|
| Main area                            | £20          | Main Hall including the small kitchen | £20.00 |
| Extension as addition or on its own  | £8.00        | Meeting Room                          | £10.00 |
| Prayer Room                          | £8.00        |                                       |        |
| Counselling Room                     | £8.00        | -                                     |        |
| Fellowship Room                      | £20.00       | -                                     |        |
| Room Combinations no more than >     | £35.00       | Main Hall plus Meeting Room           | £30.00 |
| Kitchen: single additional charge of | £15          | Kitchen: single additional charge of  | £15    |
| Equipment Storage                    | To be agreed |                                       |        |

| Costs for hiring         |      | Total Length of Time Required |  | Charge |
|--------------------------|------|-------------------------------|--|--------|
| (A) Queensway Chapel     |      |                               |  |        |
| B) Fellowship Room       |      |                               |  |        |
| C) Queensway Hall        |      |                               |  |        |
| (D) Other Room (Specify) |      |                               |  |        |
| Other Costs              | Name | Fee required                  |  |        |
|                          |      | Y / N                         |  |        |
| <b>Total Charge</b>      |      |                               |  |        |