



ST MARY'S ARTS CENTRE - BOOKING FORM

DATE(S) OF HIRE.....

TIMES (from/to).....

TITLE OF FUNCTION OR EVENT.....

HIRER (Organisation or Person)

CONTACT NAME AND POSITION OF RESPONSIBLE PERSON REPRESENTATIVE).....

ADDRESS

.....POST CODE

PHONE NO. (Home/Work)

MOBILE NO.

EMAIL ADDRESS.....

IF TICKETED EVENT PLEASE PROVIDE INFORMATION FOR ADVERTISING

.....

IF YOU HAVE ANY QUESTIONS OR REQUIREMENTS THEN PLEASE COMPLETE DETAILS

BELOW:

.....

.....

HIRER NOTES:

Any booking of the Arts Centre is subject to the contents of this booking form, the Terms and Conditions of Hire and the checklist for hirers as set out on the Arts Centre Website at www.stmarysartscentre.org.uk.

If you have any questions please contact Siobhan Matthews (Events Manager) on 01304 621726 or 07909 972700, email - siobhan.matthews22@btinternet.com

Please phone the Events Manager to check date availability *before* completing a booking form.

1. Insurance

Hirers must take out Public Liability Insurance to cover their event and are advised to take out an insurance to cover cancellation of the event for any reason.

2. Publicity

If the event is to be advertised then The Churches Conservation Trust (**CCT**) and Sandwich St Mary's Community Trust (**SSMCT**) *must* be credited in all publicity materials. The relevant logos can be copied from the front of the booking form or can be obtained from the Events Manager.

All publicity materials should be forwarded to Events Manager (**in draft form**) to ensure compliance with CCT requirements.

3. Booking Forms and payments

Completed booking forms and deposits must be delivered to the Treasurer no later than **2** calendar months before the hire date. No booking will be confirmed until this is done. The final balance must be paid to the Treasurer no later than **1** calendar month before the hire date.

If a booking request is made within **2** calendar months of the hire date, a booking form and the total hire

cost must be delivered to the Treasurer to confirm the booking.

If a booking is cancelled within **1** calendar month of the hire date then the deposit will not be returned.

Please make cheques payable to **CCT** (The Churches Conservation Trust).

Please send booking forms and cheques to: **Siobhan Matthews, 31 Delf Street, Sandwich CT13 9HD**

Fee payable:

o Total hire cost £

o Deposit (20%) of total hire cost £ (payable immediately)

o Final balance £ (payable one month before hire date/
immediately)

o Damage and cleaning deposit £150 (payable one month before the hire date). Please write a separate cheque for this. It will be returned within seven days if the Art's Centre is left at the end of the hire in a clean, tidy and undamaged condition to the reasonable satisfaction of the Events Manager or Trustees.

By signing this booking form I/we confirm that I/we have read the Terms & Conditions of Hire and the Hirer's Checklist and that I/we will comply with them.

SIGNED BY(HIRER).

DATE