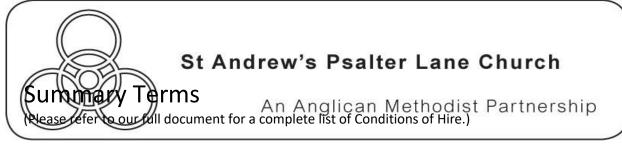


# St Andrew's Psalter Lane Church

An Anglican Methodist Partnership

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

Name of Hirer:		
(Group or Organisation)		
Contact Name:		Telephone
		No.
Contact Address		
& Post Code:		
Email address:		
Method of payment:		
Billing address (if different		
from above):		
Event Title:		
Date(s) of event	Date:	Date:
Session:		
Room or Building requested:		
Maximum room capacity:		
This dealerstice would be signed	l hoodh a hisan	
This declaration must be signed	by the nirer.	
I/We confirm that I/we have recaccept the terms and conditions	• •	ire and Guidance Notes and
Name(s):		
Signed:	Date:	
Group/Organisation:		
To confirm your requirements plea The Caretaker, Church Office, Shirl Email: bookaroom@standrewspsa	ley House, 31 Psalter Lane, Sheffic	



#### HOUSEKEEPING:

 Rooms must be left tidy, with furniture replaced as agreed and no rubbish left on Church propertyat 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 thereplacement of broken items.

#### SAFEGUARDING:

 Please make yourself aware of our Safeguarding Policy and procedures athttps://www.standrewspsalterlane.org.uk/oursafeguarding-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 anyequipment 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 shouldbe 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 bothgateways, 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. Otherforms of payment will only be accepted in exceptional circumstances, please contact the office if necessary.

Church Office: Shirley House, 31 Psalter Lane, Sheffield S11 8YL Tel: 0114 267 8289 Email: office@standrewspsalterlane.org.uk

Caretaker: Linnea Petterson Tel: 0114 255 3787 Email: bookaroom@standrewspsalterlane.org.uk

www.standrewspsalterlane.org.uk

Charity Reg. No. 1137529