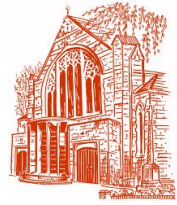




St Martin's Parish Centre

Victoria Avenue • Worcester WR5 1EE
The Parish of St Martin with St Peter in the Worcester South East Team



please reply to:

58 Camp Hill Road • Worcester • WR5 2HG

Tel: 01905 353470

malcolm@malcolmmcmurray.plus.com

Hiring Agreement (Single use)

Hirer: (Must be 21 or over)

Contact Name:

Address:

.....

.....

Tel. No: Mobile No:

email: (For confirmation of booking)

Date/time of use: Date: Start time: End time:

Purpose of use:

Room required: (Delete as appropriate)

Upper Hall (£27.50/hr) Lower Hall (£23/hr) Meeting room (£11/hr)
(There is an additional charge for heating if required)

Method of payment: (Delete as appropriate) Cheque BACS

(Payment by BACS is preferred, to: St Martin with St Peter's Parochial Church Council, account number 00017149, CAF Bank LTD, Sort Code 40-52-40. If paying by cheque, please make it out to 'St Martin with St Peter PCC' – payment to be made to the Parish Centre Manager, Malcolm McMurray, when collecting/returning the key or on the day of hire.)

I agree to abide by the terms and conditions of hire: (The terms and conditions can be viewed on our website – www.stmartinsworcester.org.uk)

Signed: Date:

email the completed form to the Parish Centre Manager – malcolm@malcolmmcmurray.plus.com

OR deliver it to the Parish Office, marked for the attention of the Parish Centre Manager.

[The parish office is adjacent to the church car park on the junction of London Road and Victoria Avenue].

Notes

- (1) If there is any query about the hiring or charges, please contact the Parish Centre Manager (email or 01905 353470)
- (2) Any damage found or caused, or anything not working as it should, must be reported to the Parish Centre Manager.
- (3) Cleaning is carried out each weekday morning before 0900. If necessary, floors should be swept and left clean for the next user.
- (4) All rubbish, including empty bottles, drink cans, food scraps, cardboard and other waste must be removed from the premises.
- (5) The 'last user' must ensure there is nobody in the building, all lights are switched off, all windows and doors are closed and the alarm system is set.

January 2024