



Parish of Bridport Booking Form

Venue to be booked:

You can book different parts of each church for different prices, please discuss with the relevant Booking Manager (see end of this document for contact details). The table below lists areas available for booking, refer to plans on website for further details www.parishofbridport.org/church-or-hall-hire/ Tick all that apply.

St Mary's Bridport	<i>Main church</i>	<i>Lady chapel</i>	<i>Meeting room</i>
St Swithun's	<i>Church</i>	<i>Church hall</i>	<i>Grand Piano/Organ</i>

Your event

Is this a recurring event?	Yes/No	Mon/Tue/Wed/Thu/Fri/ Sat/Sun	Daily/Weekly/Monthly Other:	Number of sessions:
Date of event		<i>For recurring events, this is the date of the first one.</i>		
Start time		<i>This is the time the building will be available for set up. Please speak to the Booking Manager if you have any special requirements.</i>		
Finish time		<i>This must include time for clearing up. The time you indicate will be the time we lock the building. Evening events MUST finish by 11pm.</i>		
Do you need time for set-up or rehearsal? Please specify				
Describe your event				
Publicity	<i>Publicity for your event remains your responsibility, but we can promote your event on our website. Add a web link or event details with prices / how to buy a ticket:</i>			

Your details

Name of your organisation:	
Postal address:	
Contact person:	
Contact email:	
Contact phone:	

Booking Reference:



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How to make a booking

Contact the Booking Manager of the relevant church to discuss availability and prices. Agree a provisional booking. Complete this form before your planned event and send it either:

- By email, via an authorised signatory's email address, to the Booking Manager; or
- By post, signed by authorised signatory to: Booking Manager, c/o The Rectory, 84 South Street, Bridport DT6 3NW.

The Booking Manager will confirm the date and price, and will need the following to confirm the booking:

- Payment of deposit (see Payment Terms below).
- Copies of the following documents, as agreed with the Booking Manager:
 - Insurance cover for the event
 - Safeguarding Policy (if applicable)
 - Completed Risk Assessment for the event
 - Food Business Registration (if applicable)

See website for an example Risk Assessment: <https://www.parishofbridport.org/risk-assessments/>

Payment due

A series of large, 'whole church' events will be payable as separate single events.

Payment Terms for a Single Event		Date Due / Invoice	Amount Due
To book your event	10% of total price, as a non-refundable deposit		
2 weeks before event	Payment of the balance		
Invoice number & Total for this booking			

A series of small-group events, in all or part of the venue, will be invoiced as shown below:

Payment Terms for a Small-Group, Recurring Event		Date Due / Invoice	Amount Due
To book your series of events	Non-refundable deposit of £20, covering all bookings and any keys provided (deducted from cost of final event)		£20.00
At the end of each month	Full payment for the sessions during that calendar month		
Invoice number & Total for this booking			

How to make a payment

Please make payment by Bank Transfer (BACS). Quote the Booking Reference and use the bank details for the church you are booking, given at the end of this document.

Agreement

I have read the Terms and Conditions. View on website: <https://www.parishofbridport.org/terms-conditions/> and accept responsibility for complying with them as terms for this hire agreement.

Signed Official Position..... Date

Booking Reference:



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Church Details

Church	Booking Manager	Bank Details
St Mary's Bridport	SMBRlbookings@parishofbridport.org 01308 424747	Account name: DCC of St Marys Bridport Sort code: 30-91-21 Account number: 00166758 Reference: Booking Reference
St Swithun's Church	msturrock@pancathay.com	Account name: St Swithun's Vestry Account Sort code: 60-03-29 Account number: 79011861 Reference: Booking Reference
St Swithun's Hall	anne.ansell.email@gmail.com	Account name: St Swithun's Vestry Account Sort code: 60-03-29 Account number: 79011861 Reference: Booking Reference

Booking Reference: