



All Hallows Church, 24 Regent Terrace, LS6 1NP

bookings@allhallowsleeds.org.uk

Phone Dee on 07419 741565

[www.allhallowsleeds.org](http://www.allhallowsleeds.org)

## Hire of Premises – Booking Form

Before completing this form, please read the "Terms and Conditions" document

1	Name of Organisation (if applicable) .....	
	Address .....	
	.....	
	Name of responsible person ( <b>required</b> ) .....	
	Address .....	
.....		
Phone number ( <b>required</b> ) .....		
E-mail address .....		
2	Please tick the rooms you require: ( <b>NOTE</b> – see fees on page 3)	
	Main church	<input type="checkbox"/>
	Chapel	<input type="checkbox"/>
	Meeting room	<input type="checkbox"/>
	Cafe	<input type="checkbox"/>
	Room off cafe	<input type="checkbox"/>
	Kitchen with equipment	<input type="checkbox"/>
	Kitchen without equipment	<input type="checkbox"/>
3	Nature of function ( <b>required</b> ) .....	
	Date(s) required: .....	
	If you are booking a series please give all dates you require the premises. <i>(Please continue on a separate sheet if necessary)</i>	
	Timing: ( <b>NOTE</b> – times booked must include set up and clear up time, no later than 11pm, music must stop by 10.30pm) Booking start ..... Event start ..... Booking finish.....	

4	<p>Please tick the facilities which you wish to use (some require extra costs):</p> <p>Microphones set up <input type="checkbox"/></p> <p>PA desk &amp; someone to operate it <input type="checkbox"/></p> <p>Flip chart <input type="checkbox"/></p> <p>Projector and screen <input type="checkbox"/></p> <p>Tables and chairs <input type="checkbox"/></p> <p>Other (specify) .....</p> <p><b>The Booking Secretary will need to discuss this with you.</b></p>
5	<p>Anticipated numbers attending (<b>required</b>) .....</p> <p>Anticipated car parking spaces needed .....</p> <p>Is music to be used? (If so, describe) ..... (music must stop by 10.30pm)</p> <p>Control of admission: ticket <input type="checkbox"/> private invitation <input type="checkbox"/> open entrance <input type="checkbox"/></p> <p>Other (please state) .....</p> <p>Is entrance by payment? Yes / No</p> <p>If yes, state amount &amp; purpose of charge.....</p> <p>Refreshments proposed - Food: Yes / No Soft Drinks: Yes / No</p> <p>Alcohol - please note that we are not licensed.</p> <p>Will alcohol be on sale or included in the admission cost? Yes / No</p> <p>Please note that there are strict legal rules regarding alcohol. You can refer to <a href="http://www.leeds.gov.uk/Business/Pages/Alcohol-and-Entertainment.aspx">www.leeds.gov.uk/Business/Pages/Alcohol-and-Entertainment.aspx</a> for guidance and to obtain a license* or tel: 0113 378 5029.</p> <p><i>*Please provide a copy 14 days prior to booking date.</i></p> <p>Public liability insurance: (<b>required for non-private hirers</b>)</p> <p>6 Insurer ..... Sum covered £.....</p> <p>Policy detail ..... Period of cover .....</p> <p>(You need to be covered up to £5m and have indemnity to principle clause)</p> <p>7 Deposits: If you are confirming a booking date, then please enclose a Booking Deposit:</p> <ul style="list-style-type: none"> <li>- For events over £50 the deposit is 25% or £50 whichever is the greater.</li> <li>- For events under £50 full payment is required with the Booking Form.</li> </ul> <p>If you are paying in full, please enclose the full Hire Fee, <b>refundable</b> Damage Deposit £50, and any other applicable fees (e.g. Caretakers Fee £10).</p> <ul style="list-style-type: none"> <li>- Cheques should be made payable to "All Hallows' Leeds".</li> <li>- Cash can be given to the Booking Secretary.</li> <li>- Bank transfers can be made to CAF Bank, Account name: All Hallows Leeds, Account number: 00021413, Sort code: 40-52-40. Please include the reference "Booking" and the name of your organisation.</li> </ul> <p>8 I have read the "Hire of Premises – Terms and Conditions" document and, on behalf of my organisation, agree to be responsible for keeping the policies and rules contained in it. I have enclosed the Booking Deposit and any other applicable Deposits/Fees.</p> <p>Signed ..... Date .....</p> <p>Position in organisation (if applicable) .....</p>

## **ROOM HIRE COSTS AT ALL HALLOWS' CHURCH**

See <http://allhallowsleeds.org/about/venue-hire2/> for photos of rooms

Room options	Commercial, profit making or private hire		Non-profit or community based
	Per hour	Per day	Per hour
Main church - large room for up to 175 people	£40	£280	£30
Chapel – space for 30 people	£12	£80	£9
Meeting room - small carpeted room for up to 12 people	£12	£80	£9
Cafe – seats up to 50 people with tables and seats  <b>NOTE</b> - If you require food or drink making facilities you will need to book the kitchen	£16	£112	£12
Room off cafe – seats up to an additional 21 people with tables and seats	£12	£80	£9
Kitchen with equipment - a well equipped kitchen including hot water urn, kettle, large gas oven, gas stove, two microwaves, food preparation surfaces etc.  <b>NOTE</b> - If all you require is a basic cold food preparation area, hot drinks and washing up then please book the kitchen without equipment	£18	£125	£14
Kitchen without equipment - a well equipped kitchen – available in this instance for basic food preparation and making drinks.  <b>NOTE</b> - If you require access to the cooking equipment please book the kitchen with equipment	£12	£80	£9
PA Desk (requires Church staff to operate)	£5		£5
Projector and screen (requires Church staff to set up and pack away)	£10 Fixed fee		£10 Fixed fee

Rates are negotiable for:

- Use of more than one area
- Half days / full days
- All of premises
- Multiple / long term bookings

If you have any queries please don't hesitate to contact the Booking Secretary.

## **Bursary Application Form**

We operate a bursary system for small or new groups that are wanting to get established. The idea behind this system is that we help you get started with your group with the aim of helping you to become self-sustaining whilst helping us to be financially sustainable as well!

If you want to be considered for a bursary, please let us know why you aren't able to pay the official hire rates and what you will do to ensure you will be able to pay full rates in the near future.