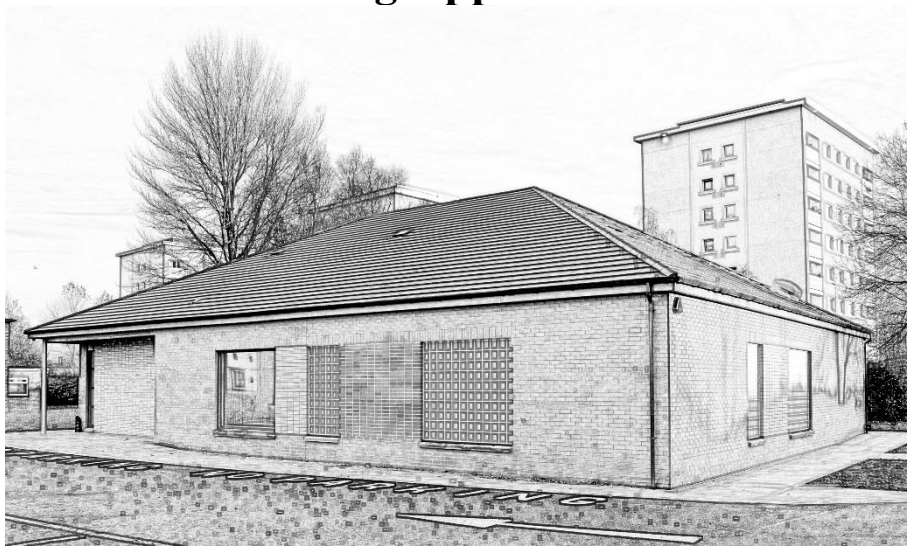
Community Hall at Our Lady and St George
Hiring Application



The Hall Management Group have decided that applications can now be accepted for parish events, and events which follow a service in the church such as baptisms, special blessings, funerals. Other groups such as AA, Women's Guild, SPRED, Tenants Association, also have use of the hall.

The hall capacity has been reduced to 120 persons

Applications must be made in writing using the form provided which can be obtained either by downloading from the website or contacting 0141 882 4868.

Protecting children and vulnerable adults. The event organiser named in this private booking form agrees to exercise a supervisory function and ensure that all are kept safe

In the interests of safety (catering standards) and security the **kitchen facilities** are available only for two catering firms:
Margaret Tel: 07950 922 202 or Brian: Tel 0141 427 2002.

Closing up times are more restricted due to the nature of the premises and the celebration of church services the following morning. The bar will generally close at 11 pm and the hall should be cleared for 12 midnight.

In the event of a change of parish priest each booking will be subject to the approval of the new parish priest or administrator since all staff will have to be employed by the new employer.

Completed booking forms are to be forwarded to the parish secretary. The deposit and final payment will confirm the booking.

Prior Conditions

All applicants must be over 21 years of age.

Since a bar is available in the hall it is not permitted to bring in a mobile bar or provision of drinks (BYOB)

The applicant is to be responsible for any damage. Tap-dancing is no longer permitted due to damage to the floor.
Banners, photographs, posters, or other items are not permitted on the walls or ceilings since the removal of such items can cause damage to the paintwork. Confetti within the hall is not permitted.

Balloons may cause damage to the fans and if so the applicant is liable.
Bouncy castles are permitted outside but not within the building no matter the size of bouncy castle.
Car park facilities are on the basis of first come first served basis. All vehicles are parked at the owner's risk.
Additional services may be used (e.g. dancefloors, tables, large letters) but only with prior approval of the booking manager. After the event these items must be removed since others will be using the hall. Overnight storage may incur an additional charge.

Should there be another service on in the church, the music and noise are to be restrained to avoid disruption.

Duties and Responsibilities of the Applicant/ Function Organiser

1. Before the start of an event the function organiser should arrange an announcement regarding the fire exits and ensure that the approaches to the fire exits are clear.
2. The event organiser is to ensure that any Covid-19 restrictions are adhered to.
3. The applicant has to arrange the tables and chairs in the hall which may be done one hour before the event or by arrangement with the booking manager.
4. The function organiser is responsible for the conduct of those who attend, for ensuring the hall capacity is not exceeded, **no alcohol is consumed outside, that the no smoking policy is observed, the conditions of hire are adhered to and under no circumstances is alcohol to be supplied to those under the age of 18.**
5. The function organiser is to ensure that all children and vulnerable adults have proper supervision and safeguarded, and informs people of the under 25 policy regarding the sale of alcohol.(A person who looks under 25 will be asked to show an acceptable ID card.)
6. The function organiser has to ensure that the noise level is at an acceptable and legal level.
7. The function organiser is to ensure that the hall is left in a neat and tidy condition and waste food bagged and put into the bins outside. Black bin bags should be available from the bar staff.

Our Lady and St George's Parish G52 2QE
Tel: 0141 882 4868 Email: olstgeorge@rcag.org.uk

The parish of Our Lady and St George is a parish of the Archdiocese of Glasgow
A Designated Religious Charity SCO 1

APPLICATION FORMS ARE ON THE NEXT PAGE

Please use this section to keep a note of your application

Name of applicant:

Date Requested Type of Function

Numbers expected: Adults: Children

Time requested: Time of access:

Bar required? Yes/No Catering required? Yes/No
A supplement of at least £20 (or £10 an hour) is required for an afternoon bar.
In the interest of safety (catering standards) and security the kitchen facilities are available only for two catering firms: Margaret Tel: 07950 922 202 or Brian: Tel 0141 427 2002.

Date when application submitted: …….

After it is agreed that the request is to be granted the deposit is to be paid and the booking will be conditional until the full payment is made which is at least 28 days prior to the actual event. Cheques made out to: Our Lady and St George Hall Building Fund, placed in an envelope marked "Parish Secretary" and delivered to the chapel house.

Date of Deposit Payment..…….. Signature.....

Date Full amount paid.…… Signature……..

Hall Application: To be retained by the parish of Our Lady & St George

Name of applicant:
Address: Postcode:

Tel: Email:

Date Requested Type of Function

Numbers expected: Adults: Children

Time requested: Time of access:

Are you a parishioner? Yes/No
Bar required? Yes/No Catering required? Yes/No
A supplement of at least £20 (or £10 an hour) is required for an afternoon bar.
In the interest of safety (catering standards) and security the kitchen facilities are available only for two catering firms: Margaret Tel: 07950 922 202 or Brian: Tel 0141 427 2002.

Date when application submitted: …….

After it is agreed that the request is to be granted the deposit is to be paid and the booking will be conditional until the full payment is made which is at least 28 days prior to the actual event. Cheques made out to: Our Lady and St George Hall Building Fund, placed in an envelope marked "Parish Secretary" and delivered to the chapel house.

Date of Deposit Payment…….. Signature.....

Date Full amount paid…….. Signature……..

Protecting your Information. Information provided on this form by the parish is processed in accordance with the Diocese's Privacy Notice which is available at: http://www.rcag.org.uk/index.php/the-archdiocese/diocesan-curia/privacy-notice, or the Parish Office.

I agree to the terms and conditions as outlined. Signature……