

# ST JOHN'S CHAPEL BOOKING FORM

**BOOKINGS CAN ONLY BE ACCEPTED ON THIS FORM WHICH SHOULD BE RETURNED TO:-**

**BELPER TOWN COUNCIL, ST JOHN'S CHAPEL, THE BUTTS, BELPER, DERBYSHIRE, DE56 1HX**

I hereby make application for the use of the Heritage Centre at St John's Chapel and undertake to comply with the Council's regulations and to pay any charges due on receipt of the Council's invoice

Payment should be made by bank transfer or cheque made payable to BELPER TOWN COUNCIL. Please enclose a S.A.E if you require a receipt

**I have read the attached Privacy Notice and consent to the Council processing my personal information in accordance with the Privacy Notice**

Signed .....

Name in capitals.....Miss/Ms/Mr/Mrs

Address.....  
.....  
.....

Phone No..... Date.....

Dates required..... Time from ..... to .....(you must book the exact times for the period of hire)

Purpose(meeting, play etc).....

Organisation (if applicable) .....

**Please read the conditions overleaf carefully**

## CONDITIONS FOR HIRERS OF ST JOHN'S CHAPEL

- Bookings will only be accepted on the accompanying form
- The Council reserves the right to cancel a booking at any time
- No bookings will be accepted from persons or organisations who have not paid the charges due or who have not complied with the conditions in respect of a previous hiring.
- The person signing the application form will be responsible for payment and must consider him/herself in charge of the premises during the whole period of the letting if the Caretaker is not present. The building should not be left unattended at any time.
- No persons under 21 may book these rooms.
- Payment should be by cheque payable to BELPER TOWN COUNCIL or by bank transfer - Unity Trust Bank PLC, Sort Code - 608301, Acc No - 20334730 - with Booking Name as a reference
- One-off bookings will be subject to a deposit equivalent to 50% of the booking fee.
- If the hirer cancels a booking less than seven days before the event, a charge of 50% of the normal charge will be made. Cancellations must be confirmed IN WRITING to the Town Clerk.
- No platform, stage or decoration shall be permitted in any part of the building without permission of the Town Clerk. No additional lighting shall be erected, nor power points used, without the consent of the Town Clerk or Caretaker.
- No damage shall be caused to the premises by nails, screws, hooks or fastenings and no notices shall be posted inside or outside the premises except in the proper place and with the consent of the Town Clerk. Any fastenings or notices found placed without consent will be removed.
- The premises are not licensed for the sale of alcoholic or cinematograph performances.
- Hires must not cause a nuisance to the neighbouring properties, either whilst on the premises or on leaving the premises.
- Cars must not be parked on the paths or grass in the churchyard. Hirers should use the adjoining car park.
- The hirer indemnifies Belper Town Council in respect of loss, damage, cost or charges arising from non-observance of or non-compliance with these conditions, and in respect of any damage to the buildings, fixtures, furnishings or fittings.
- Hirers must have insurance to cover the event held at the Chapel.

### Notes

- The Caretaker's home telephone number, to be used only in the case of emergency is 01773 827609
- Fire Exits can be found via a door (with a push bar) beyond the kitchen and at the far end of the Heritage Centre. EXITS ARE TO BE KEPT CLEAR AT ALL TIMES. Fire extinguishers are close to the main door and adjoining the emergency exit in the Heritage Centre.
- The Council strongly disapproves of flyposting to advertise events to be held in the Chapel.
- Seats, tables or equipment provided by the hirer shall be removed at the end of the hire
- Seats, tables or equipment provided by the Council can be moved but must be put back at the end of the hire
- Maximum capacity of seating is 60, maximum persons allowed at one time is 90
- Furniture etc MUST be kept at least 9 inches away from the heaters
- The kitchen should be left clean and tidy.

