



# The Old Sunday School, Roe Street, SK11 6UT

## Room Hire Booking Form

Name of Organisation _____	Date of hire _____
Organiser _____	
Address _____	Telephone No. _____
_____	(Day) _____
_____	(Evening) _____
_____ Postcode _____	Email: _____
Title of event _____	Anticipated time of vacating building _____
Time of arrival _____ Start of event _____	_____

### CHARLES ROE ROOM (Maximum 30)

No. of chairs required

No. of tables required

Please specify arrangement

### BROCKLEHURST ROOM (Maximum 25)

No. of chairs required

No. of tables required

Please specify arrangement

### WHITAKER ROOM (Maximum 50)

No. of chairs required

No. of tables required

Please specify arrangement

### RAIKES ROOM (Maximum 25)

No. of chairs required

No. of tables required

Please specify arrangement

### ADDITIONAL REQUIREMENTS - Please Tick If Required ( charge of £10+Vat per day )

Projector  Flipchart  **Free of Charge**  Water and Glasses

*I/we agree to abide by the Conditions of Hire and enforce the No Smoking regulations*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

We may contact you in the future with offers for room bookings and group events. Please tick this box if you consent

### CONDITIONS OF HIRE

- LIABILITY** - You will agree to
  - indemnify the Trustees against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of, or in consequence of, your use of the Centre excepting injuries or damage to persons or property committed during the period of hire by the Trustees and/or their servants;
  - accord with the provisions of the licensing acts, local policy regulations and fire regulations;
  - the charges and conditions of letting and undertake to pay any monies due on receipt of the account.
- INSURANCE** - You are strongly advised to arrange insurance cover in respect of injury of damage arising out of your activities in the building.
- CANCELLATION**
  - Less than 14 days notice £25+Vat
  - Less than 7 days notice £50+Vat
  - Less than 24hrs notice - 50% of the total room hire charge (or £50+Vat whichever is the greater)

### PLEASE RETURN COMPLETED FORM TO:

**Booking Secretary, The Old Sunday School, Roe Street, Macclesfield, Cheshire SK11 6UT**  
or email [bookings@silkmacclesfield.org.uk](mailto:bookings@silkmacclesfield.org.uk) Tel: 01625 613210