

St Joseph's Tollcross

Hall Booking Conditions

- It is for the applicant to ensure that they meet all legal requirements and conditions that may affect their use of the hall or the running of any event.
- All applicants must be over the age of 21 and no bookings will be accepted for 18th or 21st birthday parties.
- The maximum capacity of the hall 150. No exceptions will be made to this limit.
- Smoking is not permitted in the building.
- No alcohol, glasses or bottles should be taken outside.
- The applicant shall be responsible for any damage to the hall or its fixtures and fittings. The hall will be inspected before and after the event and any damages notified to the applicant. The sum required to repair the damages will be notified to the applicant within 7 days. Note, breakages to glass-ware or crockery shall not be billable unless the amount is deemed excessive, by the Hall Management Committee.
- All Sunday afternoon events must finish by 5pm.
- No outside bar facilities will be permitted at any time. Normal Licensing rules apply.
- All food catering is the responsibility of the applicant – a reputable catering should be used to ensure compliance with current food legislation. External Caterer's Declaration form or Personal Catering form must be completed.
- All children must be properly supervised and they are not permitted to play in the church grounds.
- After the function the hall must be cleared and left in a tidy condition.
- The use of confetti and party poppers is not permitted.
- Banners or other types of decoration must not be put on the walls without first consulting the Hall Management Committee.
- All bookings are confirmed subject to the receipt of the agreed booking fee. All charges are subject to review by the Hall Management Committee. The charges to apply will be those applicable at the time of booking.
- Should you wish to hire the hall, you apply using this form. Copies are available on the Parish Website, or at the back of the church. Should you wish to send your application by email you should complete the form on-line and email it to hallapplications@stjosephstollcross.org.uk or send to;

Hall Management Committee, St Joseph's, 14 Fullarton Avenue, Glasgow, G32 8NJ.

Name	Contact Number	Email
Alice Maley	Tel : 0141 573 7165	
Joe Harley	Tel : 0141 778 2493 Mob : 0790 880 6120	
Jackie Gilmour	Mob : 0794 641 0809	j.gilmour7@ntlworld.com
Mary T McGrellis	Tel : 0141 778 8644 Mob : 0975 414 8085	m.t.mcgrellis@outlook.com
Mary Maxwell	Tel : 0141 778 7765	maryt57@btinternet.com
David Maxwell	Tel : 0141 778 7765	david.maxwell5@btinternet.com
Fr. McKenzie	Tel : 0141 778 1054	amckenzie@pfs.org.uk

St Joseph's, Tollcross

Hall Hire Charges

Evening Function	£100
Wedding (all day access)	£200
Funerals (3 Hours)	Free
Baptism (4 hours)	£100
Children's party (3 Hours)	£75
Conference (per Hour)	£TBA
Use of Kitchen by Caterer	£50

For further information contact the Hall Management Committee or by email to
hallapplications@stjosephstollcross.org.uk

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Hall Management Committee

1st September 2013

**St Joseph's, Tollcross
Parish Hall Booking Information**

The following information is provided to assist anyone who may wish to book the Parish hall for a private function.

- All applications must be made in writing – application forms are available in the porch at the back of the church.

- Whenever possible, applications for the use of the Parish hall should be made at least 4 weeks before the date in which the Parish hall is required.

- All applicants will receive written confirmation that their booking has been accepted or rejected. Please do not assume that your booking has been accepted unless you receive confirmation from the Parish Hall Management Committee.

- Bookings will only be confirmed after receipt of deposit.

- The person making the application is responsible for ensuring that the Parish Hall Booking Conditions are adhered to – these are shown on the reverse of the booking application form and are on display in the Parish hall.

Please mark FAO **The Parish Hall Management Committee**

And send booking applications to: St Joseph's, Hall Bookings,

14 Fullarton Avenue Glasgow G32 8NJ

or by email to hallapplications@stjosephstollcross.org.uk

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