

# St Joseph's Hall Booking Form 2021

Please return to The Booking Committee, St Joseph's Hall, 13 Church Street,  
Omagh or email to [sjh@drumraghparish.com](mailto:sjh@drumraghparish.com)

The Committee of St Joseph's Hall shall enter into an arrangement with  
Individual /  
Group: \_\_\_\_\_ For  
the Event  
of: \_\_\_\_\_

(1) Contact individual or group seeking to rent the premises:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No \_\_\_\_\_

Email: \_\_\_\_\_

(2) Please tick if your event will involve under 18s \_\_\_\_\_ or vulnerable adults  
\_\_\_\_\_.

**Please be advised that it is the responsibility of the group leader(s) to ensure that any personnel involved with children/vulnerable adults are vetted by Access NI.**

(3) Date(s) and Times. Be precise with all details including rehearsals times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Room(s) required - state clearly (see Notes):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) Charge £.....

**Rents: The Hall Committee reserves the right to review the rents at any time.** As of Jan 2021 the fees are

Open Feis £350 per day; Hire of Kitchen £8/ hour; Class Feis with Kitchen £200; Concerts £350; Community concerts £250;

Charity Concerts £200; Main Hall with Stage £130 per 1-5 hours; Stage £ 20/hour; Restaurant with Kitchen £50/ session (1-4 hours);

Meeting Rooms £25/ hour; All School Shows & Matinees £150 each; Commercial Shows £200 Matinees £150;

Rehearsals/Preparation £10 per hour ; West Tyrone Feis £15 / hour; Anniversary Teas £35; Wedding Teas £80 per session; Coffee Mornings £50 per session; School Retreats £200.

Authorized Signature on behalf of Individual / Group renting Premises

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Those who use the Hall accept the Hall Booking Guidelines and Procedure. A copy of your Public Liability Insurance cover is required with this booking form. The Booking Committee will provide authorisation for the use of the Hall up to the date of the expiry of the insurance. If the Hall is required beyond that date a new certificate of insurance must be submitted. For large events a deposit of £100 is also required.**

Authorized Signature on behalf of the Hall Booking Committee

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Preferred method of payment**

**FIRST TRUST BANK  
Account No: 63683183  
Sort Code: 93-81-30**