

St. Joseph's Hall Booking Policy 2023

The Booking Policy consists of Booking Guidelines and the Booking Procedure...

Booking Guidelines

1. The Committee values the commitment of those groups and individuals who have used the Hall for many years and hopes to ensure their continued use of the Hall. These groups are also asked to recognise the need for some flexibility in their booking to ensure that the Hall runs smoothly.
2. Recognised Parish Groups who regularly have use of the Hall may be requested to reschedule their booking in favour of bookings considered financially beneficial to the running of the Hall.
3. All groups who use the Hall must provide their own Safeguarding Policy. The supervision of children and vulnerable adults both in the Hall, in the grounds of the Hall and the Church grounds is the responsibility of the group or individual who has booked the Hall.
4. All groups using the Hall must ensure that they have own Public Liability Insurance cover and provide a copy of this when booking the Hall. The Booking Committee will provide authorisation for the use of the Hall up to the date of the expiry of Insurance. If the Hall is required beyond that date a new certificate of Insurance must be submitted.
5. Groups are expected to respect the fabric and facilities in the Hall. In particular groups are asked to take care in the preparation of sets and props of shows. The painting of sets except for the backdrop will not be allowed in the Hall. The Hall and the stage are to be left free after rehearsal times so that other groups can use the Hall. Groups should leave the Hall as it has been found, any damage of Hall property by a group or individual members associated with the group the person who has booked the Hall is liable for full payment of this damage.
6. Conscious of the impact on the Booking Schedule of extended periods of rehearsals for shows the Hall Committee will allow no longer than ten (10) sessions for rehearsals.

BOOKING PROCEDURE

1. The Booking Form can be downloaded from the Parish Website (www.drumraghparish.com). All those using St Joseph's Hall accept the conditions in the Booking Policy
2. The completed Booking Form is to be returned to info@drumraghparish.com or emailed at least three (3) months before the date the Hall is required. A copy of the group's individual's private insurance is required with the booking form. For large events a deposit of £100 is required for each booking which is refundable if the event is cancelled two months in advance of the date of the event. Bookings for small events such as Funeral Lunches, Anniversary Mases etc may be requested by telephone **07753936701**
3. The Committee will meet regularly to discuss bookings.
4. Each Group / Individual will be informed of the committee's decision. Please note the Hall is not booked until the Group or Individual has been informed by the Booking Committee.
5. An appeal of the decision of the Booking Committee can be made in writing to the Hall Committee. The decision of the Hall Committee is Final.
6. Each Group or Individual will be invoiced by the Parish and payment can be made to St Joseph's Hall Account through the Drumragh Website. Payment may be made by Bank Transfer.
7. The Hall Committee reserves the right to revise the Hall Fee's at any time

The Booking Committee will consist of three (3) members of the Hall Committee selected by the Committee.

NOTES

- a) The authorised list of Committee Members and the Booking Committee of St Joseph's Hall 13 Church Street, Omagh, as approved by the Trustee Priest on that Committee, is available from him or any of the Trustees. Only such authorised Committee Personnel may sign on behalf of the Committee.
- b) All Groups using the Hall must be assured of adequate Insurance Cover through a private policy.
- c) All Groups using the Hall do so on the understanding that should any property be damaged in any way by that Group or Individual member of that Group, or any individual associated with the Group's presence – then the person named at (1) overleaf is liable for full payment of said damage.
- d) When answering Question (4) overleaf please clearly state Room or Combination required e.g., Upstairs or Upstairs with Kitchen Facilities; Main Hall or Main Hall and Restaurant with Kitchen or Main Hall and Stage with Spotlights; Downstairs Changing Rooms; Downstairs Store, etc.
- e) All recognised Parish Groups and Individual Parish Events shall be given priority regarding booking of Hall, therefore the above arrangements as stated at (2) overleaf can be revoked by the Hall Committee even at short notice.
- f) All decisions of the Booking Committee regarding rental of the Premises shall be binding and acceptance of this and all the conditions listed are presumed accepted on signature of this agreement.

THE HALL COMMITTEE RESERVES THE RIGHT TO REVIEW THE
RENTS AT ANY TIME

St Joseph's Hall Booking Form 2023

Please return to The Booking Committee, St Joseph's Hall or emailed to
info@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 18's _____ 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) Dates(s) and Times. Be precise with all details including rehearsal times:

(4) Room(s) required – state clearly (See Notes)

(5) Charge £ _____

Preferred Method of Payment FIRST TRUST BANK Account No: 63683183 Sort Code: 93-81-30
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The Hall Committee reserves the right to review the rents at any time. Please see attached sheets for Fee/Rent Charges.

Authorised 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.

Authorised Signature on behalf of the Hall Booking Committee

Name: _____ Date: _____

HALL FEES

The Hall Committee reserves the right to review the fees at any time.

As of 31st March 2023 the Fees & Rents are:

Open Feis	£350 per day
Hire of Kitchen	£15 per hour
Class Feis with kitchen	£200
Concerts	£350
Community Concerts	£250
Charity Concerts	£200
Main Hall with Stage	£130 per (1-5 hours)
Stage	£25 per hour
Restaurant with Kitchen (small family events)	£100 per session (1-4 hours)
Meeting Room/s	£25 per hour
All school Shows and Matinees	£200 & £150
Commercial Shows	£300
Commercial Matinees	£200
Rehearsals/Preparation	£15 per hour
West Tyrone Feis	£20 per hour
Anniversary Teas	£75
Wedding Teas	£150 per session
Coffee Morning	£150 (1-4 hours)
School Retreats	£200