

ST BERNADETTE'S CHURCH, PANGBOURNE

The Dorman Room

Conditions of Use

- 1. St Bernadette's Church has no liability in respect of damage caused to any person by the negligence committed by or on behalf of any organisation or individual or group of individuals who hire the Dorman Room for their own purposes.**
- 2. All hirings are at the discretion of Woolhampton Parish Office.**
- 3. For hiring charges please consult the Parish Office. Special rates for parishioners and regular hirers.**
- 4. Requests for hiring and bookings are to be made to:**

Woolhampton Parish Office
Douai Abbey, Upper Woolhampton
Berks RG7 5 TQ
Tel. 0118 9715350
Email: parish@douaiabbey.org.uk
- 5. Arrangements for access to the Dorman Room will be confirmed together with acceptance of the booking, as soon as a completed Licence Agreement form is completed, together with a copy of the hirer's Insurance details.**
- 6. A deposit of £50 against breakages and damages will be required at the time of the booking for social events (i.e. parties, receptions).**
- 7. For one-off bookings, payment should be made prior to the date of the hire. Payments may be in cash, cheque or BACS. Cheques should be made payable to Douai Abbey Parish. BACS payments should be made to: Account No: 65317467, sort code: 60-15-07, Douai Abbey Parish.**
- 8. All breakages and damage to be paid by the hirer and notified as soon as possible after the event has occurred.**
- 9. Hirers are requested to enter details of any breakages, damage, shortages, use of First Aid kit etc. in the book provided in the hall.**
- 10. Fire Safety Management Procedure form to be complied with.**