



**St. Mirin's Chaplaincy Pro Forma Event Request**

<b>Event Name:</b>		
<b>Date:</b>	(If a repeating event please indicate all the dates)	
<b>Time:</b>	<b>Start:</b>	<b>End:</b>
<b>Type of Event:</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
(please indicate)	Mass   Prayer   Adoration   Movie   Speaker   Social   Other   Monthly	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Private   Public   Family   U18   18+   Chargeable Event	
<b>Number Attending:</b>	(18+) Please indicate approximate no:	(-18) Please indicate approximate no:
<b>Other:</b>	(What type of event are you planning?)	
<b>Movie:</b>	(Name of movie)	(BBFC rating)
<b>Social:</b>	(Reason for social event)	
<b>Speaker</b>		
<b>Name:</b>		
<b>Talk Content:</b>		
	(Please include any reference material such as books, web or blog sites of the speaker)	

Please give any other relevant information regarding the event e.g. Is this a repeating event/chargeable event and reason for charge.

St. Mirin's Chaplaincy Event Request Form 2016

Organiser	
Name:	
Address:	
Mobile No:	
Email:	
Key Holder:	<input type="checkbox"/> <input type="checkbox"/> <b>Yes    No</b> (if NO please indicate the name and contact no of the Key holder, as they are responsible for opening & closing of St. Mirin's Chaplaincy Centre & approval may be required.)
Name:	
Mobile No:	
Email:	

Please Indicate	
<b>Kitchen Facilities Access</b> (Please indicate if you require access to the kitchen facilities)	<input type="checkbox"/> <input type="checkbox"/> <b>Yes    No</b>
<b>Tea &amp; Coffee, biscuits</b> (Please provide your own)	<input type="checkbox"/> <input type="checkbox"/> <b>Yes    No</b>
<b>Buffet</b> (Please provide your own)	<input type="checkbox"/> <input type="checkbox"/> <b>Yes    No</b>
<b>Catering Company</b> (Please provide your own)	<input type="checkbox"/> <input type="checkbox"/> <b>Yes    No</b>
<b>Cleaning</b> (Please ensure the Chaplaincy Centre is left in a clean, presentable state)	<input type="checkbox"/> I accept responsibility for the cleaning of the Chaplaincy Centre after my event.
<b>Rubbish</b> (Please ensure the disposal of all rubbish from the Chaplaincy Centre)	<input type="checkbox"/> I accept responsibility for the disposal of all rubbish generated by my event.
<b>Conference Room</b> (Please ensure the reconfiguration of tables & chairs)	<input type="checkbox"/> I accept responsibility for the reconfiguration of the Conference Room.
<b>Social Area</b> (Please ensure the reconfiguration of tables & chairs)	<input type="checkbox"/> I accept responsibility for the reconfiguration of the communal social area.
<b>Oratory</b> (Please ensure the reconfiguration of chairs)	<input type="checkbox"/> I accept responsibility for the reconfiguration of the Oratory.

## St. Mirin's Chaplaincy Event Request Form 2016

### Terms & Conditions:

(Subject to change without prior notice).

- Pro Forma Booking Application must be submitted by email prior to arranging your event.
- Pro Forma Application Booking must be submitted with at least two weeks' notice of the event date.
- Pro Forma Application Booking will be approved by email upon receipt of your application. (Please allow for 5 working days for reply notification).
- St. Mirin's Chaplaincy Centre will not be held responsible for any booking delays/lost booking forms and duplicate bookings.
- Booking confirmation will be at the desecration of St. Mirin's Chaplaincy Centre and are not subject to appeal.
- Events catering for U18 and/or vulnerable adults will require proof of PVG Certification. (Please attach this to your pro forma application).
- Children under the age of 18, visiting St. Mirin's Chaplaincy Centre, must be supervised by an approved adult at all times.
- The consumption of food is permitted on the premises, however when using a catering company for any events, it is the responsibility of the organiser to ensure that they possess the relevant Food Hygiene Certification.
- Children under the age of 18 are not permitted in Chaplaincy Centre kitchen.
- Smoking is not permitted within St. Mirin's Chaplaincy Centre or within the foyer or stairwell.
- The consumption of alcohol is only permitted within St. Mirin's Chaplaincy Centre by prior agreement and must adhere to separate Terms & Conditions – (Please request a copy if required).
- The consumption and/or possession of drugs both illegal and legal,  within St Mirin's Chaplaincy Centre, is strictly forbidden & will result in Law Enforcement Protocols.
- The organiser of the event will be held responsible for any damages to the interior entrance hall/stairwell/lobby & St Mirin's Chaplaincy Centre itself; both cosmetic/structural & contents. And will be liable for any outlay required to repair/replace or make good the damage.
- The organiser of the event is responsible for relaying any problems within the St Mirin's Chaplaincy Centre, both upon their arrival and departure from the centre, by calling the Diocese of Paisley Curial Office on 0141 847 6130/6135 and reporting any issues.
- In the absence of the St Mirin's Chaplaincy Centre staff member or appointed key holder, the organiser of the event will be responsible for the collection and return of the St Mirin's Chaplaincy Centre keys to the Diocese of Paisley Curial Office, and if lost will be subject to a replacement fee of £10.00.
- In the absence of the Chaplaincy Centre staff member or appointed key holder, the organiser of the event will be responsible for the secure opening & closing of the St Mirin's Chaplaincy Centre.
- In the absence of the St Mirin's Chaplaincy Centre staff member or appointed key holder, the organiser of the event will be responsible for the safety and security of all visitors by registering their arrival & departure to and from the premises, and in the event of a fire ensure the full evacuation of all visitors from the premises by means of the same register.
- St. Mirin's Chaplaincy Centre will not be hold responsible for any loss or damage to personal good while on the premises.
- St. Mirin's Chaplaincy Centre will not be hold responsible for any loss or damage to vehicles while parked at the rear or front of the premises.

I agree to St. Mirin's Chaplaincy Centre Terms & Conditions outlined above:

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

Signature: \_\_\_\_\_

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

Contact/Mobile No: \_\_\_\_\_

St. Mirin's Chaplaincy Event Request Form 2016

(For Office Use Only)

Event Booking Form Received	Date:	Email <input type="checkbox"/> Post <input type="checkbox"/> Hand <input type="checkbox"/>
Received by:	Date:	Name:
Form Processed by:	Date:	Name:
Event Confirmed/Rejected	Date:	Confirmed <input type="checkbox"/> Rejected <input type="checkbox"/>
(If rejected please state reason)		
Organiser Notified	Date:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Access	
Key Collection	Diocese Office <input type="checkbox"/> Chaplaincy <input type="checkbox"/> Other <input type="checkbox"/> (please indicate)
Key Serial No:	
Collected by:	Name: <input type="text"/> Contact No: <input type="text"/>
Signed out by:	Name: <input type="text"/>
Returned by:	Name: <input type="text"/> Contact No: <input type="text"/>
Signed in by:	Name: <input type="text"/>