

st patrick's halls

MAYO SUITE
(capacity 180 guests)



and



IONA SUITE
(capacity 100 guests)

Entrance to the Iona Suite is by the side of the church.
Entrance to the Mayo suite is by the Tearoom.
Wheelchair access to both halls is by the Tearoom

St Patrick's, 1 St John Street, Coatbridge
House Telephone : 01236 606808
Hall Telephone : 01236 606116

St Patrick's Halls, Coatbridge

MAYO SUITE – capacity 180

IONA SUITE – capacity 100

Date of function _____ Fee £ _____ Includes _____

Deposit £ _____ Signed _____ Balance Paid £ _____ Signed _____

Name _____ Address _____

CONDITIONS OF HIRE

(The following conditions must be agreed by anyone
making a booking for a private function in St. Patrick's Halls)

- 1 A non-refundable deposit of £40 is required to secure a booking. The balance of the Fee must be paid in full at least one calendar month before the function. In the event of a subsequent cancellation, the Fee will be returned only if another booking is secured for the same evening in the same location. It is the responsibility of the person signing the agreement to ensure that the balance is paid by the due date, otherwise we must assume that the Hall is no longer required and we are free to take another booking.
- 2 The Hall is available for setting up and for decorating after 4.00pm on the day of the function. If the hall is closed, you should report to the Presbytery for access.
- 3 It is permissible to bring in live music (i.e. a Band) to your function, but **NOT A DISCO** as there is a resident disco in both suites.
- 4 To protect the décor in the halls, **only blu-tak may be used**. In the Mayo suite, decorations should only be placed within the wood mouldings. All decorations must be removed at the end of the function **without destroying paintwork or wallpaper**. Party poppers are **not** permitted in either suite.

N.B. Chewing gum is **not** permitted anywhere on the premises.
- 5 No alcoholic drink may be brought into the Hall privately. Only alcohol purchased on the premises may be consumed. If you wish to give your guests a toast, you should arrange this with the Bar Staff.
- 6 The person(s) making the booking are responsible for the good behaviour of their guests and are responsible for any damage to the Hall or its contents. **UNDER NO CIRCUMSTANCES ARE KISSOGRAMS ALLOWED ON THE PREMISES.**
- 7 The person(s) making the booking must ensure that no-one under 18 approaches the bar for alcoholic drink, nor should it be purchased for them by anyone else. This is a legal requirement and when in doubt, the bar staff may ask for identification.
- 8 Anyone using the kitchen should leave it as they found it, i.e. clean and tidy. **No food or dishes should be left on the premises after the function.** Rubbish should be placed in black bags and left in the Refuse Bins outside the Hall.

- 9 Environmental health Regulations state that perishable food may not remain at room temperature (i.e. outside a fridge) for more than 2 hours. This is the safety limit against contamination. A fridge is available for use of people preparing a buffet. People who present food (buffet or otherwise) are responsible for the health and safety of their guests. If you engage the services of a Caterer, please ensure that they are registered.
- 10 A changing room is available if required, e.g. weddings, artists, etc.
- 11 Children are welcome at functions, but may not go from one hall to another **and must remain within the Hall, i.e. they may not run around outside**. Parents of children are asked to please comply with this safety ruling.
- 12 18th Birthday Parties are **not** permitted in either Hall.