

**Catholic Parish of St. Mary & St. Petroc  
St. Mary's Parish Centre,  
St. Mary's Road,  
Bodmin  
Cornwall PL31 INF  
01208 72833**

**PLEASE CALL TO CHECK AVAILABILITY OF ROOMS BEFORE  
RETURNING THIS FORM**

**LICENCE FOR USE OF THE MAIN HALL/NEWMAN ROOM AT ST  
MARY'S PARISH CENTRE.**

DATE/S OF FUNCTION: Hours: from to..... . . . . .

#### **PURPOSE OF ROOM HIRE:**

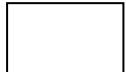
NAME/ORGANISATION – OCCUPIER

## INVOICE ADDRESS

## CHARITY REFERENCE

**CONTACT TEL NO / MOBILE NO**

PURCHASE ORDER NO



## Safeguarding:

For all uses of the Premises involving children and/or adults at risk, the Occupier must tick this box to confirm it has its own safeguarding policies and procedures in place and will provide a copy to the Parish on request.

Signed by.....Occupier

For and on behalf of the Occupier

Signed by ..... for  
and on behalf of the Diocese

Please circle room/s you require. MAN HALL / NEWMAN ROOM  
Chairs• Tables Tea/Coffee.....

Loop system (free of charge) (Main Hall only) Flipchart (free of charge) Projection screen

## INFORMATION FOR OCCUPIERS

The Premises is a facility owned by the Diocese and which is primarily used by the Parish in conjunction with the Church and its services, including baptisms, weddings and funerals. It is available for use by groups associated with the Parish or for other purposes at the sole discretion of the Parish Priest.

The Premises can only be used for purposes which are consistent with the charitable objects of the Diocese. It is a condition that the Premises will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Premises must be respected. Any breach or potential breach of this condition will mean that the use of the Premises is withdrawn.

The Occupier should read the enclosed "Conditions relating to the use of the Premises" in full and before signing and using the Premises.

The licence will not be binding until accepted and signed by the Parish Priest (or authorised signatory) and the licence is dated. The Parish Priest (at their sole discretion) may decline the booking.

All cheques and direct debits to be made payable to Bodmin RC Parish, account number 68166990, sort code 60-03-54. The hire of the Main Hall / Newman Room is subject to the conditions stated. Payment will be deemed to be acceptance of the conditions of hire. Until this form is returned your booking is provisional.

Please return completed Application form to: email address [bodmin@prcdtr.org.uk](mailto:bodmin@prcdtr.org.uk) or  
The Secretary  
St Mary's Parish Centre  
St Mary's Road  
Bodmin  
Cornwall  
PL31 INF

THANK YOU.

For Office Use Only  
Customer Account..... Date..... Invoice  
No..... Ref.....

.....  
The Centre is part of Plymouth RC Diocese, a registered charity. No 213227.  
Data Protection

Under the UK General Data Protection Regulations you have very specific rights which dictate how we collect and manage your data, these are outlined in The Diocese of Plymouth Privacy Notice, a copy of which can be made available for the Parish Office, the Diocese Data Protection Manager or you can download it at the following web link <https://www.plymouth-diocese.org.uk/wp-content/uploads/2023/11/Privacy-Notice-General-2023.pdf>

The Diocese Data Protection Manager can be contacted on [dpm@prcdtr.org.uk](mailto:dpm@prcdtr.org.uk)

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