	<p style="text-align: center;">ST. BENEDICT MISSION</p> <p style="text-align: center;">SYRO-MALABAR EPARCHY OF GREAT BRITAIN</p> <p style="text-align: center;">Park field road, Saltley, Birmingham, B8 1EP</p>						
<p>Version : 1</p>	<p style="text-align: center;">Title: Standard Operating Procedure for booking ST. Benedict Mission</p> <p style="text-align: center;">Church for special events</p>						
<p>1. Purpose</p> <p>This SOP enables parishioners and others to book St. Benedict Mission Church for special events.</p> <p>2. Scope</p> <p>2.1 Parishioners and others can celebrate the special events such as Baptism, First Holy Communion, Wedding etc. privately</p> <p>2.2 Where possible Parishioners and others can use the Church services such as Church Choir for private functions for an agreed price by Church administration.</p> <p>2.3 Maryam house also can be booked along with Church for the private function.</p> <p>3. Responsibilities</p> <p>The persons who are responsible for this SOP are</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Fr. Terin Mullakkara</td><td>stbenedictmsaltley@gmail.com</td></tr> <tr> <td>Biju Abraham</td><td>stbenedictmsaltley@gmail.com</td></tr> <tr> <td>Shiji Biju</td><td>stbenedictmsaltley@gmail.com</td></tr> </table> <p>4. Procedure</p> <p>4.1 The person who would like to book St. Benedict Mission Church will contact Fr. Terin via phone or in person to discuss the private function and the proposed date.</p> <p>4.2 Fr. Terin will check the availability of the Church.</p> <p>4.3 If the Church is not available, then the requester can identify a date which is suitable for both parties.</p>		Fr. Terin Mullakkara	stbenedictmsaltley@gmail.com	Biju Abraham	stbenedictmsaltley@gmail.com	Shiji Biju	stbenedictmsaltley@gmail.com
Fr. Terin Mullakkara	stbenedictmsaltley@gmail.com						
Biju Abraham	stbenedictmsaltley@gmail.com						
Shiji Biju	stbenedictmsaltley@gmail.com						

- 4.4 If Church is available then the requester fills the form (Form1) and sends to Biju Abraham or Shiji Biju.**
- 4.5 On receiving the request form, Biju or Shiji will check the required services and discuss the charges applied for each service with the requester.**
- 4.6 If the requester asked for Choir then the organisers will contact the Church choir team and check their availability. Service of the church choir is provided only if they are available on the day.**
- 4.7 If the requester asked for Maryam house, then the organisers will check the availability. If available then the organisers will discuss the maximum number of people can be accommodated and also discuss the charges. Maryam house is charged separately.**
- 4.8 The organisers will confirm the availability of the services within 7 days of the receipt of the form1 by sending the requester the confirmation letter (form2).**
- 4.9 Video/photography is allowed in the Church for the private function, but be courteous with their use. Video/ photography have to be arranged by themselves.**
- 4.10 Church decoration/ Flower arrangements are not provided from the Church for any private functions. Therefore Church florist team or Rev. Sisters cannot be contacted for any private functions to do the decorations / flower arrangements.**
- 4.11 When booking the Church or Maryam house, the requester has the responsibility to do the cleaning after the use.**
- 4.12 Cooking in Maryam house is not permitted.**
- 4.13 Entry to Presbytery garden is prohibited for any bookings.**
- 4.14 When booking the Maryam house, a deposit will be taken and will be refunded if cleaning is satisfactory.**
- 4.15 All payments should be made any time before the day of the function.**
- 4.16 7 days prior notice is required for any cancellation by filling the cancellation form (form3) and sending it to the organisers. Any payment is made will be refunded.**

5. Reference

Organisers – The persons who are responsible (given on No.3).

Requester – The person who would like to book the Church for special event.



ST. BENEDICT MISSION

SYRO-MALABAR EPARCHY OF GREAT BRITAIN

Park field road, Saltley, Birmingham, B8 1EP

Form : 1

Booking of ST. Benedict Mission Church for special events

Full Name :

Address for correspondence:

Contact No:

Email:

Event :

Date:

Time :

Delete appropriately

Do you need Church choir

Yes / No

Do you need Maryam house

Yes / No



ST. BENEDICT MISSION

SYRO-MALABAR EPARCHY OF GREAT BRITAIN

Park field road, Saltley, Birmingham, B8 1EP

Form : 2

Confirmation letter for any booking for special events

To

Event :

Date:

Time :

The following services are agreed to provide

The following services are not able to provide



ST. BENEDICT MISSION

SYRO-MALABAR EPARCHY OF GREAT BRITAIN

Park field road, Saltley, Birmingham, B8 1EP

Form : 3

Cancellation form for any services

Full Name :

Address for correspondence:

Contact No:


Email:

Event :

Date:

Time :

Please write below the services that you would like cancel.

	<p style="text-align: center;">ST. BENEDICT MISSION</p> <p style="text-align: center;">SYRO-MALABAR EPARCHY OF GREAT BRITAIN</p> <p style="text-align: center;">Park field road, Saltley, Birmingham, B8 1EP</p>
	<p style="text-align: center;">Booking fee for St. Benedict Church for special events</p>
<p>Church rent for private function - £200</p> <p>Church rent for Baptism - Donation</p> <p>Maryam house – £50 for first 3hrs then £15 per hour</p> <p>Care taking charge for Maryam house - £50 refundable if cleaning is satisfactory</p> <p>Choir - £300</p> <p>Only sound system - £150</p> <p>Maximum number of people in Maryam house - 30</p>	