

BOOKING FORM FOR THE HIRE OF

Name of hiring organisation:

What does the organisation do?:

Will the booking be one off /regular weekly/fortnightly/monthly * *(Delete as appropriate)

Date(s) and time(s) of booking(s) required:

Organisation contact person:

Name

Address

Phone number: Daytime.....Evening.....

Email:

Is the organisation insured for the proposed activities? Yes/No

If Yes, name of insurer..... Amount of liability covered £.....

Insurance Policy Number

Does the Organisation work with under 18s? Yes /No

If 'Yes' Does the Organisation have a Safeguarding Policy? Yes/No

Bookings will not be accepted for those working with children unless the organisation has such a policy or adopts and implements the Church Safeguarding Policy.

Are those leading the activity properly checked in relation to work with children/ young people and adults at risk including DBS checks etc? Yes/No

Does the organisation sell food (other than light refreshments) Yes/No

Have those preparing the food obtained necessary qualifications under the Health and Hygiene Legislation? Yes/No

Please note that whilemake every effort to ensure the safety of all who use its premises, your organisation will be solely responsible for both premises, personnel and its activities during the period of your booking.

I make application for the use of the premises as set out above and agree to abide by the Regulations and Conditions of Hire, a copy of which I have received and read.

On behalf of my organisation I accept liability for the property, personnel using the property and all activities during the period or the booking.

Signed:

Date:.....