**BOOKING FORM**

**Application to use church rooms at Chenies Baptist Church**

1. Name and contact details of the person making the booking:
2. Name and address of the organisation concerned *(unless the application is for an individual).*
3. Please state the purpose of the function
4. Rooms/Facilities requested [Ground Floor - School Room & Sun Room; 1st Floor – Chess Room]
5. Date and frequency of use requested:
6. The times for which the premises are required (including time for preparation and clearing up)

from: ……………………………….am/pm to …………………………..am/pm.

1. Numbers expected to attend ..........
2. Name of adult in charge (& present throughout if a one day event) plus contact mobile/telephone number during event:

Name:

Mobile Number:

1. Equipment to be brought onto the Church premises *(if any*):

**It is a condition of hiring our premises to accept all the terms and conditions.**

I undertake to accept the terms and conditions including

* taking responsible steps to ensure the activities are conducted in a safe manner
* familiarising myself with the procedures to follow in the event of an emergency
* observing where children are involved to comply with the Government’s guidelines “Safe from Harm”
* ensuring I have the necessary insurance cover

Signed:

Date:

\*\*\* If you have booked by phone or email, post application form to *Hall Bookings fao Liz Cookson, Chenies Baptist Church, CHENIES, Herts WD3 6ED* [and if you are making a donation, please include a cheque payable to ‘Chenies Baptist Church’]. Thank you.