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# Facilities Hire: Booking Form

This booking form is applicable to hall and rooms of Yiewsley Baptist Church. Please provide as much information as possible. Until this form is returned with the amount due, the booking is not confirmed. For further information please visit [www.yiewsleybaptistchurch.com/facilities](http://www.yiewsleybaptistchurch.com/facilities) or contact bookings@yiewsleybaptistchurch.com/ 01895 548004.

## Details of Hirer

|  |  |
| --- | --- |
| Name of Hirer: |  |
| Organisation *(if applicable)*: |  |
| Aim of Organisation: |  |
| Address: |  |
| Telephone Numbers: | Landline: |  | Mobile: |  |
| Email: |  |
| Type of Event/ Activity: |  |

## Details of Person Responsible for Supervising Activity (If different from Hirer)

|  |  |
| --- | --- |
| Name of Responsible Person: |  |
| Address: |  |
| Telephone Numbers: | Landline: |  | Mobile: |  |
| Email: |  |

## Booking Requirements

|  |  |
| --- | --- |
| Rooms Required *(Please Tick)*: | Hall ꙱ - Back Room ꙱ - Kitchen ꙱ Training Room ꙱ - Church ꙱  |
| Hire Charge *(plus Refundable Deposit of £50)*: |  |
| Dates Required: |  |
| Times Required: |  |
| How many people are expected to attend |  |
| Will an entry fee be charged? |  |

## Agreement

* I confirm that I have read and accept the *Facilities Hire: Terms and Conditions*.
* I confirm that the necessary public liability insurance (and any other specific insurance related to our purpose of booking) is in place and copies will be provided to Yiewsley Baptist Church upon request.
* I confirm that I understand the details disclosed here will be stored and used in accordance with the *Data Handling* and *Privacy Policies* of Yiewsley Baptist Church (available upon request).

|  |
| --- |
| *For regular bookings involving children, young people or vulnerable adults please select one of the following options: (delete as appropriate)** I confirm I have read, understood and accept working within the practice and guidelines outlined in the safeguarding policies of Yiewsley Baptist Church.

 OR* My organisation has its own Safeguarding Policy for Children & Young People and/or Vulnerable Adults which I am submitting with this booking form to go on file.
 |

**Signed:** **Date:**

## Confirmation of booking*(to be completed by the Church Officer)*

I confirm on behalf of Yiewsley Baptist Church that the booking as indicated on this form is accepted, subject to the *Facilities Hire: Terms and Conditions* to the payment of the agreed fee of £

**Signed:** **Date:**

**Please submit this form via email to bookings@yiewsleybaptistchurch.com or post to:**

Yiewsley Baptist Church

74 Colham Avenue

Yiewsley, UB7 8HF

Please pay your hire charges in advance *(plus the deposit of £50)* via bacs to:

**Reference:** [Your Name or Organisation]

**Sort code:** 20-89-16

**Account No.:** 40-99-30-42

Or by cheque payable to ‘Yiewsley Baptist Church’ using the above address.