



# Plymstock United Church

## ANNUAL BOOKING APPLICATION (for regular hire of rooms)

<b>VALID PERIOD</b>	From (month & year)		To (month & year)		(max 12 months)
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HIRER'S DETAILS			
Name of organisation			
Nature of activity			
Main Contact	Name		
	Address		
	Phone		Mobile
	Email		
Keyholder (if relevant)	Name		
	Address		
	Phone		Mobile
	Email		

ROOM(s) (please tick)	
Norley Hall	
Norley Lounge	
Church	
Kitchen *	

DAY & TIME	
Which day(s)	
Start Time	
Finish Time	

An **extra** 15 minutes is allowed **before and after** your session times for any setting up and clearing away. You must keep to these times because there are other groups who also use these premises.

\* Use of the **kitchen** will **require** a briefing to ensure that our level 5 food hygiene rating is maintained

If your activity runs for only part of the year, or has breaks during holidays, please note the **actual** dates that you will be meeting. This will ensure (a) you are charged only for your actual meeting dates, and (b) the rooms are available for others in your absence.

ACTUAL DATES

SAFEGUARDING			
Maximum number of persons <i>anticipated</i> to use the premises during each hire		How many of these users will be children (ie: under 18 years old)?	
Which safeguarding policy is to be followed?	<input type="checkbox"/> The organisation has its own policy <input type="checkbox"/> The organisation has adopted the standard policy and a signed copy is hereby supplied		

AGREEMENT			
I confirm that I have read and will abide by the following documents:		Cost per week (as shown in our current list of hiring rates)	£
<ul style="list-style-type: none"> <li>Plymstock United Church's <b>Condition of Hiring</b> church premises</li> <li>Plymstock United Church's <b>Evacuation &amp; Fire emergency Plan</b></li> <li>Plymstock United Church's <b>Health &amp; Safety Policy</b></li> <li>A current safeguarding policy</li> </ul>			
Signed on behalf of (name of organisation/group)			
Signature		<b>For internal use only (when application is approved)</b>	
		Countersigned by Bookings Secretary:	
Date		Date	

PAYMENT	Bank ( <b>preferred method</b> )	Sort Code 40-36-25 Account Number 71000179 (please include your name/group as reference)	
	Cheque	Payable to "Plymstock United Church" handed or posted to the Booking Secretary *	* Please <b>do not</b> simply leave payment lying around, as it could be picked up by any person coming onto the premises. It is your responsibility to ensure the Booking Secretary receives it.
	Cash	<b>Handed to</b> the Booking Secretary *	