



2024 ANNUAL BOOKING APPLICATION (for regular hire of rooms)

VALID PERIOD	From (month & year)		To (month & year)		(max Dec 31#)
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HIRER'S DETAILS			
Name of organisation			
Nature of activity			
Main Contact	Name		
	Address		
	Phone	Mobile	
	Email		
Group leader	Name		
	Address		
	Phone	Mobile	
	Email*		

ROOM(s) (please tick)	
Norley Hall £12.00 p/hr	
Church £12.00 p/hr	
Kitchen Charges on application	

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

*Email address essential to receive your confirmation

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 anticipated to use the premises during each hire		How many of these users will be children or Adults at risk	
Which safeguarding policy is to be followed?	<input type="checkbox"/> The organisation has its own policy <input type="checkbox"/> I confirm I have read and will abide by PUC Safeguarding Policy as shown on the website		

AGREEMENT			
I confirm that I have read and will abide by the following documents: <ul style="list-style-type: none"> Plymstock United Church's Condition of Hiring church premises Plymstock United Church's Evacuation & Fire emergency Plan Plymstock United Church's Health & Safety Policy A current safeguarding policy 		Cost per week £	Total Cost £
Signed on behalf of (name of organisation/group)		Number of weeks Hall(s) to be used:	
Signature	For internal use only (when application is approved)		
	Countersigned by Bookings Secretary & confirmation email sent.		
Date	Date		

PAYMENT	Bank (preferred method)	Sort Code 40-36-25 Account Number 71000179 (please include your name/group as reference)	
	Cheque	Payable to "Plymstock United Church" and deposited in the locked bookings white internal postbox	
			* Please do not simply leave payment lying around. It is your responsibility to ensure the Booking Secretary receives it.