



# Plymstock United Church

## BOOKING APPLICATION (for *one-off* events)

HIRER'S DETAILS			
Name of organisation			
Nature of activity			
Main Contact	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

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 *	