

Application for Hall Hire – External Organisations

Parish of

Name of hiring organisation

Describe the nature & role of the organisation

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.....

Type of booking One off/ weekly/ fortnightly/ monthly (delete as appropriate)

Hall required Dates Time

Organisation contact person

Name.....

Address.....

.....

Daytime phone no.Evening

Email address

Is the organisation insured for the proposed activities? Yes / No . If yes:

Name of insurer

Policy numberAmount of liability covered £.....

Note: the policy must be seen before a booking can be confirmed

Does the booking involve work with under 18s? Yes / No if yes:

Does the organisation have a Child Protection Policy? Yes/ No (*The policy must be produced before a booking is confirmed.*) If no, the organisation must undertake to abide by the Church's Child Protection Policy.

Are those leading the activity properly vetted in relation to child protection (inc. CRB checks) Yes / No

Does the organisation sell food (other than light refreshments) Yes/ No if yes, do those preparing the food have the necessary qualifications under the Health and Hygiene Legislation? Yes / No

Agreement I make application for the use of the premises as set out above and agree to abide by the Regulations and Conditions of Hire, a copy of which I have received and read. On behalf of the organisation, I accept liability for the property, personnel using the property and all activities during the period of the booking.

Signed Date

Print name