# A picture containing silhouette  Description automatically generatedThe Church in Westbury ParkBooking Form (One-off and Party hires)

## Details of Hirer

Name of Hirer ……………………………………………………………………..

Address of Hirer ……………………………………………………………………………………

Email Address ……………………………………………………………………………………….

Telephone Number ………………………………………………………………..

Payment by Bank Transfer is preferred – use name and date of booking as reference.

FOR ST ALBAN’S CHURCH HALL - Lloyds Bank, St Alban’s Church Hall, 30-99-38, 01543780.

FOR ST ALBAN’S CHURCH – Westbury Park ECC, Lloyds Bank, 30-99-38, 01544124.

FOR WESTBURY PARK METHODIST CHURCH - Lloyds Bank, Westbury Park Methodist Church,

30-99-38, 01563560.

## *Your Bank Account Details So We Can Return Your Deposit After The Event:*

Name on Account Sort Code

Account Number

## Details of Space wish to Hire

Please tick/ring/put in bold/underline the spaces you require:

|  |  |
| --- | --- |
| *St Alban’s Church and Church Hall:* | *Westbury Park Methodist Church:* |
| Church  | Church |
| Church Vestry |  |
| Organ | Organ |
| Grand Piano | Grand Piano |
| Church Hall | Hall |
|  | Room 1 |
| Plus Stage |  |
| Plus Hob/Oven | Plus Hob/oven |

## Details of the Event

Tick whichever applies:

Child’s Birthday Party

Other (please specify what it is) ………………………………………………………………………..

Is your event open to the general public or invitation only? …………….

## Date and time of booking

Date ……………………………………..

Time of booking – include the full time needed (set up and clear up time plus event time)

………………………………………………………….

I confirm that I have read the attached Hirer’s booklet and agree to abide by the Terms and Conditions **Yes/No**

**Total due: ……………… plus £20 Deposit**

**SIGNED ……………………………………………………………………………….. (Hirer)**

**DATE ………………………………………………………..**

**The following terms are relevant for regular hires and one-off events for the general public.**

I confirm that I have public liability (Third Party) insurance for my activity

…………………………………………………………… and is renewed on ……………………………….. (Date)

**OR**

I confirm that my event has public liability (third party) insurance under my home insurance policy

……………………………..

**OR**

I confirm that this is a private party (invitation only) and not open to the general public so insurance is not needed.

……………………………..

*(delete whichever of the above 3 statements are not appropriate)*

I have **enclosed** a copy of the relevant insurance policy showing it is current. **(Tick….)** Please also send a new copy when your insurance is renewed so we always have the current policy on file.

I confirm that I have a safeguarding policy (if activity has children and/or vulnerable adults attending) and a copy is **enclosed** **(tick …..).**

**AND We AGREE to display it whenever we are meeting in the hall. ….. (Tick)**

**I confirm that** *if I don’t have a Safeguarding Policy**I agree to abide by the Church’s Safeguarding policy (this applies to all hirers – this can be seen on our website (*<https://westburyparkchurch.org.uk/about-us/safeguarding-policy/> *)* **….. (Tick)**

AND I agree to display a notice directing people to the Church’s policy**……. (Tick)**

I confirm I have read the Church’s safeguarding policy ……………………………….. (Signed)

**I understand that If I need keys I will have to complete a Keyholder form ……… (Tick)**

**I consent to you putting my name and email/telephone number: -**

* in the back of the Church magazine **…….. (tick); PTO**
* on the What’s on notices that are displayed on the noticeboards at St Alban’s Church and at Westbury Park Methodist Church **………. (tick);**
* on the church website **……… (tick)**

*(We list some hall users in the Church magazine, and we list all regular hall users on the What’s on poster. This information may also be listed on the church website as we hope for our bookings calendar to go online shortly. For scouting this includes each group and the leader details but for Guiding we just have a general statement saying they meet locally with no details. If you change your mind, please let us know so we can remove it)*

Our Privacy policy can be viewed on our website as can our letting policy.

**SIGNED……………………………………………………………………..**

**NB PLEASE REMEMBER TO COMPLETE THE CLEARING UP CHECKLIST AFTER YOUR EVENT**