# A picture containing silhouette Description automatically generatedThe Church in Westbury Park Booking Form (Regular hires @ St Alban’s)

Please note - The Hirer’s booklet which contains the Terms and Conditions, and is attached, is part of your contract.

## Details of Hirer

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

Name of Group (if different to hirer) ……………………………………………………………..

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

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

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

Payment by Bank Transfer is preferred – use name (of your organisation) as the 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.

## Details of Space wish to Hire

Please tick the spaces you require:

|  |
| --- |
| *St Alban’s Church and Church Hall:* |
| Church |
| Church Vestry |
| Organ |
| Grand Piano |
| Church Hall |
| Wells Room |
| Plus Stage |
| Plus Hob/Oven |

## Details of the Event

Please specify what it is ………………………………………………………………………..

## Day and time of booking

|  |  |  |
| --- | --- | --- |
| **DAY** | **ENTRY TIME** | **EXIT TIME** |
| **MONDAY** |  |  |
| **TUESDAY** |  |  |
| **WEDNESDAY** |  |  |
| **THURSDAY** |  |  |
| **FRIDAY** |  |  |
| **SATURDAY** |  |  |
| **SUNDAY** |  |  |

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

**Please write in the spaces if you will still be there in the school holidays, including through August. And make sure you put any dates that you won’t be there down too.**

**Term 1**

Start - September 20\_\_

End - December 20\_\_

Cancel half term on - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Dates to cancel - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term 2**

Start - January 20\_\_

End - March 20\_\_ *(NB Easter Sunday is)*

Cancel half term on - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Dates to cancel - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Continued …*

**Term 3**

Start - April 20\_\_

End - July 20\_\_ / \_\_\_\_\_\_ Aug 20\_\_

Cancel half term on - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Dates to cancel - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licence Period:** the period from and including the Start Date until the earlier of the End Date or the date on which this licence is determined.

End Date: ***31st August 2023*** Start Date: ***1st September 2022***

I confirm that I have read the attached Hirer’s booklet and agree to abide by the Terms and Conditions

**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 …………………..

*(delete whichever of the above 2 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 …..). We AGREE to display it whenever we are meeting in the hall. ….. (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 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);**
* 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……………………………………………………………………..**