

Whittlesey Queen Street Church

Room Hiring Application Form (PLEASE COMPLETE IN CAPITAL LETTERS)

Hiring Person Name & Organisation _____

Billing address _____

Telephone – Home & Mobile _____

Email Address _____

Hiring Details

Room(s) required (tick all required): Main Chapel Hall Wesley Room Kitchen (if preparing food)

We are able to arrange Outside Catering - Please tick if Outside Catering is required

Dates and Times: _____

Maximum number of attendees: _____

Is this agreement for a regular booking? Yes No

If yes, please specify frequency: Weekly Fortnightly Monthly Other Comments _____

Purpose of Hiring: _____

Tick if you require the in the Main Chapel : Sound System Audio Visual System and in any Room : Flipchart

If Sound or AV systems are required, a familiarisation session should be arranged before the first use.

Name of Responsible Person _____

Contact Phone Number(s) _____

E-mail Address _____

Hire Fee & Deposit Agreed _____

Confirmation your organisation has its own Safeguarding Policy: Yes No (if yes, please supply a copy)

If No, please confirm that the organization accepts Whittlesey Queen Street Church's Safeguarding Policy:

We agree to the terms and conditions in the Whittlesey Queen Street Church Hiring Document:

Signed on behalf of the Hirer _____

Name of Signatory & Date: _____

Signed on behalf of Church _____

Name of Signatory & Date: _____

Please return form to Rhod Eaton – 164 Glenfields, Whittlesey, PE7 1HY / enquiries@whittleseyqueenstreetchurch.org
& Pay Deposit to Bank Account No. 22055360 / Sort Code 77-72-30 – Reference: Room Hire 'Organisation name'