

Yeadon Methodist Church: booking and letting of Church premises

Internal bookings – should be made to the Bookings Secretary, Colin France,
Phone: 07843352463; e-mail: colinfrance2003@yahoo.co.uk

All bookings must be approved and entered into the Church Diary by him.

External bookings and hire – should be made through the Bookings Secretary.

All hirers must complete and sign this form prior to the letting.

Applicant name: Organisation.....

Address:

Post Code: Contact telephone number

Purpose of let:

Room(s) required:

Date of function: Time needed: Fromto

The following terms and conditions apply:

- No alcohol, gambling or smoking on the premises
- No blu-tack to be stuck on walls
- Rooms to be left clean and tidy, floors swept and bulk rubbish removed from the premises at the end of the booking
- Chairs, tables and other furnishings to be replaced where found
- Electrical equipment brought on to the premises must be PAT tested and labelled
- A responsible adult should be in charge of fire safety, be familiar with fire exits and have an exit plan ready
- Hirers must be willing to comply with the “Safeguarding Children, Young People and Vulnerable Adults “ policy of Yeadon Methodist Church. (view at www.yeadonmethodist.org.uk) Paper copies of the Policy are available if required.
- An adequate ratio of adults to young people should be present
- Young people should be supervised at all times, putting their safety and welfare first
- All individuals or group leaders hiring a room or rooms on a regular basis must have a valid DBS Certificate and must show the original to the Bookings Secretary
- The Church reserves the right to request a copy of relevant public liability insurance and risk assessment documentation
- All windows and doors should be secured before vacating the building
- Any damage to Church property or fixtures and fittings must be reported immediately to the Bookings Secretary and will be charged for accordingly.

Single lettings not cancelled with 24 hours' notice will be charged for. One month's notice is required to terminate a long term letting. Failure to make payments on

time as agreed with the Bookings Secretary will terminate an agreement.

An invoice will be sent by the Church Treasurer, Miss Marjorie Emsley. Cheques should be payable to "Yeadon Methodist Church" and sent to the Treasurer, or payment may be made direct to the Church account, details of which will be on the invoice.

Please sign both copies of this Bookings Form and keep one copy for your records. Return the second copy in the envelope provided to: Colin France, 31 Blossom Court, Rufford Avenue, Yeadon, Leeds LS19 9BW

I confirm that I have read and agree with the terms and conditions of the letting between me/my organisation and Yeadon Methodist Church:

SignedDate

Booking approved. Signed
(Colin France. Bookings Secretary, on behalf of Yeadon Methodist Church)