

St Martin's Church Centre Casual Booking Form

Date(s) of hire:

Start time: Finish time:

Reason for hire:

Kitchen use:

Drinks & cold food only: YES/NO Hot food preparation: YES/NO

Name of person/organisation:

Contact details:

Name:

Address:

Tel: e mail:

Hire charge: £.....

Returnable deposit: £20 (separate cheque required). Returnable only if the Conditions of Hire are met.

I have read the Conditions of Hire and Health & Safety Requirements and hereby confirm that they will be adhered to. I acknowledge that I have been shown the location of the exits, fire extinguishers and First Aid box.

I agree to abide by the Policy & Procedures for the Safeguarding of Children in the Parish of St Martin's, Desford (where applicable)

I understand that I am personally responsible for injury to individuals and any damage to premises, fixtures and fittings, however incurred as a result of activities organised by me in the Church Centre.

I have done a risk assessment.

I have/have not taken out public liability insurance to cover such risks.

Signed: Date:

Completed booking form should be returned to Pat Crane, 33 Parkstone Road, Desford, Leics LE9 9HY along with payment. Cheques should be made payable to Desford PCC. Payment can also be made by BACS to:

Lloyds Bank.

Sort Code 30 92 15

Account No: 00452618 – Desford Parochial Church Council

Hire Charge

Hire of hall: **£10** per hour Minimum charge **£20**

Hire of kitchen for one-off events involving cooking: **£15**

Returnable 'damage/extra cleaning' deposit: **£20**

Please check the toilets when leaving the building and report any problems when you return the key.