**HIRING APPLICATION FORM**

**Please complete in BLOCK CAPITALS & return to:**

**The Administrator, Newbury Baptist Church, Newbury RG14 5DD**

**email:** [**office@newburybaptistchurch.org**](mailto:office@newburybaptistchurch.org)



**1. NAME OF ORGANISATION/COMPANY**

…………………………………………………….....................................................................................................................

**2. CONTACT DETAILS OF PERSON RESPONSIBLE FOR THE BOOKING:**

NAME:...................................................................................ADDRESS...............................................................

............................................................................................................................................................................

POSTCODE .................................. TEL NO: .............................................................

EMAIL:...........................................................

**3. CONTACT DETAILS OF PERSON SUPERVISING ACTIVITY** (if different from the person responsible for the booking):

NAME:...................................................................................ADDRESS...............................................................

............................................................................................................................................................................

POSTCODE .................................. TEL NO: ..............................................................

EMAIL: .....................................................................



4. **IS YOUR ORGANISATION A CHARITY OR COMMUNITY ORGANISATION** YES NO



**5. DO YOU HAVE PUBLIC LIABILITY INSURANCE**? (please enclose a copy) YES NO

6.: **DESCRIPTION OF PROPOSED ACTIVITY**

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EXPECTED NUMBERS ATTENDING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. DAYS, DATES & TIMES REQUIRED:- (includes time for setting up and clearing away).**

**N.B. Bookings will only be taken a term at a time**

DAY ………………………… DATE ………………………………….. TIME: FROM…………… UNTIL ……….…..

DAY ………………………… DATE ………………………………….. TIME: FROM…………… UNTIL ……….…..

DAY ………………………… DATE ………………………………….. TIME: FROM…………… UNTIL ……….…..

8. **In the case of activity involving children has your Organisation agreed to comply with the Government’s suggested Guidelines ‘Safe from Harm’?** YES NO 

9. **FACILITIES REQUIRED:** Please tick all rooms required. Costs are per hour unless specified otherwise.

(cr = Charity Rate)



MAIN CHURCH £65/£35 (cr)



CHURCH FOYER £25/£15 (cr)



FOYER KITCHEN £10 per booking



MAIN HALL £25/£15 (cr)



CHURCH HALL KITCHEN £15 per booking



FRANCES FAIR MEETING ROOM £25/£15 (cr)



COOPER MEETING ROOM £25/£15 (cr)

I hereby acknowledge and accept the hiring conditions set forth by Newbury Baptist Church. I commit to submitting a deposit upon confirmation of the booking and settling the remaining balance in full upon receipt of the invoice, in conjunction with the scheduled event.

Signed: …………........................................................…………………………. Date: ……………………