

For office use only		
	Date	By
Booked in diary		
Paperwork issued		
Deposit received		
Damage deposit received		
Hire Agreement signed and returned.		
Caretaker/s Booked		



Booking Form

**Please note the following:**

**Parking**

Parking is restricted in the streets surrounding our building until 6.30pm from Monday to Saturday. Before 6.30pm, parking permits must be displayed in all vehicles in order to park in the area. Parking Vouchers can be purchased directly from the LBWF website under their Parking Section.

**Caretakers**

A Caretaker will be present at your booking to oversee the use of the building. Please note that the Caretaker has overall authority of the building whilst you are using it. Please speak to the Caretaker on the day if you have any queries related to your use of the building.

**Events that we do not host.**

We do not allow any teenage parties, or bookings by anyone aged under 21 years old.

We reserve the right to refuse bookings that conflict with the ethos of the church, this includes any teaching or spiritual act of worship that conflicts with our Christian ethos.

We reserve the right to refuse bookings that may cause a nuisance to our neighbours or disturb other Centre users.

Christian organisations or individuals that want to use our building for a Christian event must be members of the Evangelical Alliance UK: eauk.org

**Good order and supervision.**

The Hirer is responsible for ensuring that good order and supervision of the event is kept at all times; that the proper number of people for the supervision of attendants at the event is suitable; and for the protection of the premises at all times. For parties, at least 6 adults aged over 25 must be present and they must take full responsibility for the party. NB: We do not hire for teenage parties.

**Damage Deposit**

A damage deposit of £100.00 is required prior to your booking, and is refundable following your event, subject to final checks of our premises following the event.

<b>Date of Booking</b>	
<b>Times of Booking</b> <i>Booking times must include setting up and tidying away.</i>	
<b>Purpose of function/ Event description.</b> <i>Do you agree to provide an outline or copy of any material Presented, or for a member of our staff to be present if needed? Yes <input type="checkbox"/> No <input type="checkbox"/></i>	
<b>Name of hirer/ organisation</b> <i>This person must be over 21 and will have responsibility for the booking.</i>	
<b>ID Verification</b> <i>Please provide photo I.D and one proof of address such as utility bill, organisation's registered address, bank statement</i>	
<b>Type of organisation. Charity/Individual/ CiC/ Other.</b> <i>If a charity, please include registered number.</i>	
<b>Invoice Address</b>	
<b>Contact Numbers</b>	
<b>Contact Email</b>	
<b>Parts of building to be hired. Do you require the use of the kitchen?</b> <i>Access to fridge, hob and cooker only.</i>	
<b>No. of people attending your event.</b> <i>See room capacity in our Brochure.</i>	
Please tick if required Projector <input type="checkbox"/> Laptop <input type="checkbox"/> PA System <input type="checkbox"/> Urn (free) <input type="checkbox"/>	These items have a separate charge, please see the hire brochure for details. Our PA system can only be hired by someone who is trained on how to operate a PA system. We need contact details of PA operator in advance of hire.