



Property Hirers Application Guide

LARGE PRINT A3 COPIES OF ALL FORMS ARE AVAILABLE UPON REQUEST

Forms to download, print and complete:

- A) Select either form H20 SingleHire or forms H30 MultiHire & H30a MultiHireDates complete as appropriate and remember the bookings manager will always assist you.
- B) If you or your organisation does not have a Safeguarding Policy, say so on the booking form then download and complete form H99 GenericSafeguardingPolicy.
- C) Download and retain form H60 Fire&EvacPlan and ensure you take it to all of your event(s) and make sure you all know the fire escape routes are and the assembly point..

Forms to download and **READ ONLY**:

- D) When you complete your relevant booking form(s) you are asked to confirm you have read, understood and agree to abide by various Derriford Church Policies. It is therefore essential that you download, read and understand the following documents:

H40 T&Cs PremisesHire [and] H50 H&S Policy

- E) When you have completed and signed all the booking documents you require please ensure you attach with these your organisations own Safeguarding Policy and a copy of a relevant Insurance Certificate, if it has any of these, and return all to the bookings manager along with any deposits required.
- F) To store items on the premises (i.e. Cabinet or to use ours for your items) you will need to apply using form: H95 Item(s)StorageForm.
- G) **PLEASE NOTE** only when you receive confirmation in writing or by email from the bookings manager is your booking process complete.