



DERRIFORD UNITED REFORMED CHURCH

Powisland Drive, Derriford, Plymouth, PL6 6AB

Bookings Manager: Mrs Sue Vickery. M: 07795 967 330

email: bookings@derrifordchurch.co.uk



Hall & Church - Booking Application

HIRER DETAILS

Organisation		
Purpose of Hire		
MAIN CONTACT PERSON	Your Name	
	Address 1	
	Address 2	
	Post Code	
	Tel / Mob	
	Email	

Please tick below the rooms / areas you wish to hire. (See Notes Below)	
	✓
Main Hall	
Hall Kitchen**	
Hall Cafe	
Church Rooms	
Car Park	✓

Hire Date	/ / 20
Start Time	(delete) am/pm
Finish Time	(delete) am/pm

Total Number of Attendees?	
How Many Under 18 years old?	
If hire is for an Organisation does it have a current 'Safeguarding Policy' ?	YES NO
If hire is for an Organisation does it have a current relevant 'Insurance Policy' ?	YES NO
If hire is for an Individual do you have a current relevant 'Insurance Policy' ?	YES NO

Room Hire Notes.

- **Hall Kitchen**** if you prepare food on our premises we will require the booking manager to arrange a 'Food Hygiene' and and 'Safe use of the Kitchen' briefing at a mutually convenient time prior to the commencement of your event.
- **Car Park** and **Access Routes** on our land to the Hall & Church will always form part of your hire agreement with Derriford Church. **Vehicles are parked at the owners risk.**
- **Start Up & Close Down.**
 - a) You may arrive 30 minutes before your event start time to set up the room(s).
 - b) You are expected to vacate the premises no later than 30 minutes after the end of your event having packed away tables, chairs and all other items used.
 - c) Cleaning equipment is provided enabling you to leave the premises in a clean and tidy condition.
 - d) If you require more than the 30 minutes start up and close down time:- **Consult** the booking manager as other groups may be booked before or after you.

LEGAL & ADMIN

No Safeguarding Policy?

You can download a Generic Policy from our website to complete & return.
www.derrifordchurch.co.uk/contact/hall/hiredocs



ALTERNATIVELY:-

Please ask the Bookings Manager for a hard copy that you **must** complete and return.

INSURANCE

Organisations:- We require you supply a copy of your insurance certificate which **MUST** be valid on the date of hiring.

Individuals:- You are advised to insure your hire of our premises appropriately.
Please discuss this with the booking manager prior to paying the deposit.

AGREEMENT

I confirm, I as the responsible hirer, have read and understand the following documents:

- Tick
- Derriford United Reformed Church's **Terms & Conditions of hiring** church premises.
 - Derriford United Reformed Church's **Evacuation & Fire Emergency Plan**.
 - Derriford United Reformed Church's **Health & Safety policy**.
 - A current **Safeguarding Policy**.

Download all 4 documents from: www.derrifordchurch.co.uk/contact/hall/hiredocs

AGREED EVENT HIRE CHARGES (To be completed by Booking Manager)

£ per Hour = £ _____ x Total Hours Booked = _____ = **Total Cost £** _____

Non Refundable Deposit = £ _____
(Refundable if the church cancels the booking, i.e. for a funeral. (See T&Cs).

Signed on behalf of-
(myself or the Organisation/Group).

Signed on behalf of-
Derriford United Reformed Church

Signature. _____

Signature. _____

Print Name. _____

Print Name. _____

Date. _____

Date. _____

PAYMENT METHOD

We would prefer you pay by bank transfer but you are free to choose one of the others.

Bank Transfer - sort code 56-00-63 Acct No.40710491

Cheque made payable to:- 'Derriford United Reformed Church'.

Cash - handed to the booking manager and not left on the premises.

(Tick) If you/the organisation require a formal invoice to release payment.

Derriford United Reformed Church operates a Data Privacy Policy which is GDPR Compliant.
To view this policy please go to: www.derrifordchurch.co.uk/data-privacy-statement/