

Event Booking Agreement - for use of St Mary's Church, Frampton.

Charges: Church £10 per hour. Meeting Room only £5 per hour (unless agreed otherwise).

Activity: _____

Number of Persons Involved Adults: _____ **Children or Young Persons:** _____

Date/s: _____ **Times:** _____ **am/pm to** _____ **am/pm**

Organisation: _____

Responsible Person/s: _____

Address: _____

Postcode: _____ **Tel:** _____ **Mobile:** _____

Email: _____

Booking Conditions:

1. Do you / your group have public liability insurance cover for your activities whilst using our church premises? **Yes / No** (delete as appropriate).

Group users of the premises must have in force Public and Products Liability with a limit of liability of not less than £5,000,000. Written evidence of this must be provided. Please provide a copy of certificate with this completed booking form.

Please note: The public liability (third party) insurance under our Church policy provides an indemnity to the PCC as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property while the premises are being hired. **This insurance, however, doesn't extend to indemnify any outside groups hiring the premises.**

2. Do you have a Health & Safety / Safeguarding Policy? **Yes / No.**

3. Do you have a Risk Assessment for your intended activity? **Yes / No.**

Please provide a copy of any Risk Assessment you have made regarding your planned activity.

4. If you intend to use electrical equipment - please specify below - e.g. keyboard / sound system / amplifiers / microphones / number of trailing sockets. Please confirm that equipment has been PAT Tested in the last 12 months? **Yes / No.**

Equipment: _____

5. It is the hirer's responsibility to make good any loss or damage to the building and contents.

6. It is the responsibility of the hirer to ensure that the premises are suitable for the purpose for which they intend to use them and activity is in accordance with Church Health & Safety Policy & procedures. e.g. Electrical sockets must not be overloaded. Emergency exits must be kept free of obstruction.

7. The hirer is primarily liable for any accident or injury arising out of the activity for which the premises are booked. In the event of an incident/accident - a church report form should be completed before leaving premises.

Any apparatus or equipment involved must be retained for inspection. Name, address and telephone number of any witness(es) to the accident should be recorded. Forms in church.

I hereby confirm details provided and booking agreement: Signed: _____

PRINT NAME: _____ Date: ____/____/____

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CHURCH USE ONLY **Booking Agreement Accepted: Yes / No.**

Copy of Insurance Cover received: **Yes / No.** Copy of Risk Assessment received. **Yes / No.**

Signature: _____ PRINT NAME: _____

on behalf of St Mary's Church, Frampton.

Date: ____/____/____

Retain original on file - copy to organiser. v04/18