

## Hire of Premises Business Booking Form

**NAME:** \_\_\_\_\_

**PROPOSED ACTIVITY  
& ORGANISATION:** \_\_\_\_\_

**In the case of an activity involving children or adults at risk**, has your organisation agreed its own safeguarding policy in line with the latest government guidelines? **Yes/No/Not applicable**

If you answer **No** to the above, you will only be able to use our premises if you agree to adhere to our policy.

I have been given access to Woodley Baptist Church's Safeguarding Policy and agree to abide by it. **Yes/No**

**REQUIRED DATE:** \_\_\_\_\_

### BUSINESS RATES - PER HOUR

| ROOMS                       | DIMENSIONS                                       | SEATING CAPACITY | WEEKDAY RATE               | SATURDAY RATE     | TIMING OF BOOKING -<br>(BETWEEN THE HOURS OF<br>8:30AM AND 10:00PM) |
|-----------------------------|--------------------------------------------------|------------------|----------------------------|-------------------|---------------------------------------------------------------------|
| Back Hall (uncarpeted)      | 14.0 x 9.6m                                      | 120              | £18.00                     | £20.50            |                                                                     |
| Lounge                      | 6.7 x 5.9m                                       | 30               | £13.50                     | £15.50            |                                                                     |
| Worship Area                | 14.0 x 11.8m<br>(14.0 x 16.6m if stage included) | 300              | £28.00                     | £34.00            |                                                                     |
| Sound &/Or Lighting         |                                                  |                  | £140.00 per 4 hour session |                   |                                                                     |
| Kitchen: Teas & Coffees     |                                                  | n/a              | Included                   | Included          |                                                                     |
| Full use of ovens           |                                                  |                  | £9.00                      | £11.50            |                                                                     |
| Hire of whole of downstairs |                                                  | As above         | £50.00                     | £56.00            |                                                                     |
| Room 2 - Upstairs           | 6.09 x 4.26m                                     | 30               | £11.50                     | £13.50            |                                                                     |
| Room 3 – Upstairs           | 3.65 x 2.28m                                     | 5                | £4.50                      | £5.50             |                                                                     |
| Room 4 - Upstairs           | 7.0 x 4.26m                                      | 30               | £11.50                     | £13.50            |                                                                     |
|                             |                                                  |                  |                            | <b>TOTAL COST</b> |                                                                     |

**SIGNATURE OF  
HIRER:**

**DATE**

**CONTACT NUMBER:**

**CONTACT ADDRESS:**

**CONTACT EMAIL**