

Hire of Premises Charity and Individual 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**

DATE REQUIRED: _____

CHARITY RATES - PER HOUR

ROOMS	DIMENSIONS	SEATING CAPACITY	WEEKDAY RATE	SATURDAY RATE	TIMING OF BOOKING - (BETWEEN THE HOURS OF 8:30AM AND 10:00PM)
Back Hall (uncarpeted)	14.0 x 9.6m	120	£14.00	£16.00	
Lounge	6.7 x 5.9m	30	£10.50	£12.50	
Worship Area	14.0 x 11.8m (14.0 x 16.6m if stage included)	300	£22.00	£26.50	
Sound &/Or Lighting			£120.00 per 4 hour session		
Kitchen: Teas & Coffees		n/a	Included	Included	
Full use of ovens			£7.00	£8.80	
Hire of whole of downstairs		As above	£40.00	£44.00	
Room 2 - Upstairs	6.09 x 4.26m	30	£8.80	£10.50	
Room 3 - Upstairs	3.65 x 2.28m	5	£3.50	£4.40	
Room 4 - Upstairs	7.0 x 4.26m	30	£8.80	£10.50	
VENUE (incl kitchenette) Internal bookings only	13.10 x 6.55m	50	£18.00	£22.00	
				TOTAL COST	

SIGNATURE OF

HIRER: _____

DATE _____

CONTACT NUMBER: _____

CONTACT ADDRESS: _____

CONTACT EMAIL _____