



## ST PHILIP'S CHURCH LOUNGE BOOKING FORM

Hirer's name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email: \_\_\_\_\_

Telephone no. \_\_\_\_\_

Name of organisation, if appropriate \_\_\_\_\_

**If booking on behalf of an organisation, PLEASE READ & SIGN THE DECLARATION OVERLEAF / BELOW**

Date of hire: \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

Nature of the event: \_\_\_\_\_

Charge: £10 per hour, due on or before collection of the key from the address below.

Total amount due \_\_\_\_\_

Cheques should be made payable to St Philip's Kelsall PCC and sent to the address below or BACS payment to

St Philip's Kelsall PCC
Lloyds Bank
Bromborough Branch, PO Box 99, BX1 1LT
77-17-32
12162360

I agree to the Terms & Conditions, which I have read

Signed \_\_\_\_\_

Date \_\_\_\_\_

1 Kelsborrow Way, Kelsall CW6 0NL Tel: 01829 752558

Email: [hleather16@gmail.com](mailto:hleather16@gmail.com)

**SAFEGUARDING : HIRING ARRANGEMENTS FOR CHURCH PREMISES**

Organisations that work with children, young people and/or vulnerable adults and hire or use church property should be advised of their responsibility for the welfare and safety of the people in their care. The Church of England requires that such groups have adequate safeguarding policies and procedures in place and these are seen by the Parish Safeguarding Co-ordinator in consultation with the Diocesan Safeguarding Officer if necessary.

This organisation: *(insert name)*

.....  
recruits staff in accordance with best practice (e.g. Safe From Harm).

Furthermore, the organisation: *(insert name)*

.....  
has its own safeguarding policies and procedures, and undertakes to follow these policies in relation to working with children, young people and/or vulnerable adults, preventing child abuse and responding to safeguarding concerns.

**OR**

This organisation: *(insert name)*

.....  
has been given a copy of the Parish/Diocesan (delete as necessary) Safeguarding policies for the Church of England and undertakes to follow these policies in relation to work with children, young people and/or adults, preventing child abuse and responding to safeguarding concerns.

This organisation: *(insert name)*

.....  
has its own public liability insurance to cover any claims arising as a result of the group activity.

Signed: .....  
*(Parish Safeguarding Co-ordinator)*

Signed: .....

Print Name: .....

Role/Organisation: .....

Date: .....

