



Teddington Baptist Church

LETTING APPLICATION FORM

1 Name [of organisation]* _____

2 Description of proposed activity: _____

3 Number of people expected: _____

4 Dates and times required: _____
(Allow for setting up and clearing away)

5 Room(s) required: _____

6 Equipment requested: _____

(e.g. numbers of tables and chairs, flip chart stands, tv, video player, DVD player etc)

For Worship Area only: whether electric piano, drums, sound system, AV/projection system requested (additional fee)

7 Who will supervise the activity? (give details if different from the person making the booking and signing this form):

Name: _____

Address: _____

Postcode: _____

Tel: _____ Email: _____

8	If the activity involves children, does your Organisation/User comply with the Government's suggested Guidelines "Safe from Harm"?	Yes	No
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I apply [on behalf of the named organisation]* to use the accommodation as specified above. I confirm that the Church's Standard Letting Conditions are accepted. I enclose £_____ being [payment in full of]/[a deposit of £_____ towards]* the lettings fee of £_____

*Delete as appropriate

Signed: _____ Date: _____

Name and Address: _____

Postcode: _____ Tel: _____ Email: _____

Notes:

1. The Church reserves the right to refuse any application for use of the accommodation.
2. 'Safe from Harm' can be seen on our website at: http://www.teddingtonbaptist.org.uk/safe_from_harm.htm
3. Return this form to the Church Office with the minimum deposit (£10 or 10% of the lettings fee whichever is the greater). Please check with us first if you are not sure what the lettings fee or the minimum deposit should be. Make cheques payable to Teddington Baptist Church.
4. Personal details entered on this sheet will be used only for the Church's charitable purposes in accordance with its Privacy Notice for Hirers copies of which are available from the Church Office and can be seen on its website.

Acceptance of booking (to be completed only by a person authorised by the Church)

I confirm on behalf of the Church that the booking as indicated on this form is accepted, subject to the Church's Standard Letting Conditions and to payment of the lettings fee of £_____ at least 7 days before the event.

Signed: _____ on behalf of Teddington Baptist Church Date: _____