Hiring Application Form

Teddington Baptist Church ("the Church")

1. **Name of individual / organisation (the "User"):** _____
2. **Full description of the proposed use of the premises and the activities to be carried out:**

   _____

   _____
3. **Number of people expected:** _____
4. **Dates and times required:** _____
5. **Room(s) required:** _____
6. **Name, address and telephone number of the person responsible for the booking:**

   _____
7. **Name, address and telephone number of the person supervising the activity (if different):**

   _____
8. **Does the activity involve children, young people or adults at risk?** YES / NO

If YES, the User confirms compliance, where applicable, with Working Together to Safeguard Children 2023, and agrees that all paid staff and volunteers hold appropriate DBS checks and safeguarding training.

9. **Is the User's organisation a charity?** YES / NO Charity number (if any):

   _____
10. **Has the User used Church premises before?** YES / NO
11. **Public liability insurance — insurer and policy number:**

    _____

I confirm that I have read and accept the Standard Hiring Conditions overleaf (Appendix B) and the Church's Lettings Policies. I enclose a deposit of £50 (or as otherwise notified).

Signed: _____ Date: _____

Confirmation of booking (to be completed by a person authorised on behalf of the Church)

I confirm on behalf of the Church that the booking as indicated on this form is accepted, subject to the Standard Hiring Conditions overleaf and to payment of the agreed fee of £ _____. The booking is further subject to the Church's normal operation and the availability of reception and administrative support at the relevant time. Specific dates and times will be confirmed by the Church Administrator on each occasion and are not guaranteed unless expressly confirmed.

Signed: _____ Date: _____

Print name and role: _____