



## Room Booking – Application Form

Please complete all sections of this booking form and return it to Eldon Road Baptist Church, Eldon Road, Wood Green, London, N22 5DT or [mail@eldonroadbaptistchurch.org.uk](mailto:mail@eldonroadbaptistchurch.org.uk). Cheques should be made payable to Eldon Road Baptist Church. For enquiries or more information, please contact us at the above addresses or by calling 07342 279 682.

Name \_\_\_\_\_

Name of organization \_\_\_\_\_

Is the organisation a charity?      Yes / No      Charity number

Title of event and purpose of hire \_\_\_\_\_

\_\_\_\_\_  
Email address

Telephone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Date of event \_\_\_\_\_

Start and finish times \_\_\_\_\_

*(These must include preparation and clearing up time)*

Will this be a series of bookings?      Yes / No

I am an ERBC member or regular attender      Yes / No

I am a keyholder:      Yes / No

In the case of activity involving children, has your organisation agreed to comply with the Government's suggested guidelines (in particular *Working Together to Safeguard Children 2015*), and to ensure that all necessary DBS checks are carried out?      Yes / No

I attach a copy of my insurance policy covering the activities      Yes / No

I have read and agreed to ERBC's Terms and Conditions      Yes / No

I agree to pay £50 as a deposit if my application is approved (in addition to the agreed hire fee)      Yes / No

Name in Capitals: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Confirmation of booking (to be completed by Church Officer)

I confirm on behalf of Eldon Road Baptist Church that the booking as indicated on this form is accepted, subject to the hiring conditions attached and to the payment of the agreed fee of £

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use:** Keyholder required: Yes / No Room required .....

Rate per hour ..... Booking approved by Deacons on: .....

Equipment required: Chairs Tables Crockery/ kitchen equipment Projector



## **Terms and Conditions for the Use of the Church Premises**

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage,
2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
3. The user is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
4. The accommodation may only be used by the individual or organisation and only for the purpose and during the period indicated on the application form submitted to the church.
5. The church may be entitled at any time on giving reasonable notice to the user to require the user to transfer if possible to alternative or comparable space and facility elsewhere within the building.
6. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer/user must ensure that all lights are turned out and all doors and windows properly secured.
7. The user must ensure that during the use of the accommodation that no person smokes, that no alcohol is supplied or consumed, and that there is no gambling.
8. The user must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
9. The user agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the facility and the user will keep the church indemnified against any claims for which the church is not responsible.
10. The user has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
11. The user will comply with the provisions of the church's health and safety policy and will ensure that all those using the facility are aware of the appropriate safety procedures.
12. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the user.
13. Where premises are to be used by children, the user agrees to comply with the Government's guidelines set out in the document *Working Together to Safeguard Children 2015* and to ensure that all necessary DBS checks are carried out.