

Yeadon Methodist Church Booking and letting of Church premises

Internal bookings – should be made to the Bookings Secretary Mrs Barbara Dean, 07727041999. ALL bookings must be approved*** and entered into the Church Diary by her. Assistant Bookings secretaries, Miss Judith Emsley and Mr Alan Dean, may pencil in a booking request prior to firm approval by Barbara Dean.

External bookings and hire – Should be made through the Bookings Secretary.

All hirers must complete and sign this form prior to the letting.

Applicant name _____ Organisation _____

Address _____

Post Code _____ Contact tel. Number/s _____

Purpose of let _____

Room required _____ kitchen facilities Yes No (please circle)

Date of function _____ Time needed from _____ to _____

Please read the following terms and conditions:-

1. Rooms to be left clean and tidy, floors swept and bulk rubbish removed from the premises.
2. Chairs, tables and other furnishings to be replaced where found.
3. It is recommended that electrical equipment brought onto the premises SHOULD be PAT tested and labelled.
4. Before vacating the building ensure all windows and doors are secured.
5. You must be willing to comply with the Safeguarding Children, Young People and Vulnerable Adults policy of Yeadon Methodist Church. Please view at www.yeadonmethodist.org.uk. (Paper copies of this Policy are available to read in the Church Vestry)
6. All individuals or group leaders hiring a room on a regular basis must have a valid DBS certificate and must show the original to the Booking Secretary.
7. Ensure there is an adequate ratio of adults present to young people.
8. Be responsible for supervising young people at all times putting their safety and welfare first.
9. Appoint a responsible adult at your event to be in charge of fire safety, familiarise yourselves with fire exits and have an exit plan ready.
10. No alcohol, gambling, or smoking on the premises.
11. The church reserves the right to request a copy of relevant public liability insurance and risk assessment documents.
12. Single lettings not cancelled with 24hrs notice will be charged. One month's notice is required to terminate a long term letting. Failure to make payments on time as agreed with the Bookings Secretary will terminate an agreement. Regular lettings will be charged even if they are not used on a particular occasion.
13. Any damage to church property or fixtures and fittings must be reported immediately to the Bookings Secretary and will be charged for accordingly.
14. Cheques for lettings must be made payable to Yeadon Methodist Church and sent with this booking form to Mrs Barbara Dean, 53 Harrogate Road, Rawdon, LS19 6NB.

I confirm that I have read and agree with the terms and conditions of the let between me/ my organisation and Yeadon Methodist Church.

Signed _____ Date _____

Booking approved Signed _____ Date _____

Barbara Dean. Bookings Secretary, on behalf of Yeadon Methodist Church.

Please sign both copies of this form and keep one for your records. Return the other in the envelope provided.