



Hiring Application Form Organisations or Groups

Please return the completed form to the Centre Manager at bookings@tovevalleycentre.co.uk or Tove Valley Centre, Northampton Road, Towcester, NN12 7AH. Complete details for the person responsible for making this booking (the Hirer):

Name:.....

Address:

.....

Post Code

Telephone No:.....

Mobile:.....

Email:

Name of organisation the Hirer is booking for:.....

Name of Co-ordinator for your event if the person above will not be present on the day:

Name:.....

Address:

Address:

Postcode:

Telephone No:.....

Mobile:.....

Email:

Is your organisation a registered charity?

Yes

No

If so, please give the Charity number:

Description of Proposed Activity:

Use of the Kitchen The kitchen contains professional catering equipment which is only to be used by qualified personnel.

I/We will be preparing, serving or supplying food for our event Yes No

Please list the names of those with a Food Safety certificate

Safeguarding of Children & Adults at Risk

My/our event will have children present? YES NO

I/we have attached a copy of our safeguarding policy (Please tick to confirm)

I/We confirm that all adults hold a current DBS Disclosure

I/we have attached a copy of our Public Liability Insure (Please tick to confirm)

Proposed Booking Date?

Name of Organisation:			
Date:			
Room	Arrival Time	Departure Time	Cost
Hall			
Meeting Room 1			
Meeting Room 2			
Meeting Room 2 and 3			
Kitchen			
Servery			
Keyholder Charge			
TOTAL COST			

I confirm that my deposit is included with this application form (please tick the box)
 Please make cheques payable to 'Tove Valley Baptist Fellowship'

Further room requirements:

Chairs (please indicate how many you require)	
Tables (please indicate how many you require)	

Currently we are unable to lay your room out for you but we will make sure everything you have asked for is in the room you have booked.

Multiple Bookings: If you are booking the same requirements for more than one date please list the dates required below:

.....

.....

.....

For other bookings with different requirements please use a separate booking form.

Have you or your organisation used the church premises before Yes No

If no where did you hear about us?

Terms: The Hirer agrees to observe and perform the terms and conditions contained or referred to in the attached Terms and Conditions of Hire. Tove Valley Baptist Fellowship permits the Hirer to use that part or parts of the premises, for the purpose of hire and for the times described above, subject to the Hiring Fee and deposit being paid and the conditions for the Hire being observed and performed.

Signature.....

Please print name.....

Position in Organisation.....

Date.....

Countersignature of the Co-ordinator if different from above

Signature.....

Please print name.....

Position in Organisation.....

Date.....

On behalf of Tove Valley Baptist Fellowship

Signature.....

Please print name.....

Position in Organisation.....

Date.....