

**HENSHAW CHURCH**  
**APPLICATION FOR ROOM HIRE**

Name of hiring organisation.....

What does the organisation do? .....

Will the booking be one off/regular weekly/fortnightly/monthly? (Delete as appropriate)

Date(s) and time(s) of booking(s) required: .....

Organisation contact person: Name .....

Address .....

Phone number: Daytime .....Evening.....

Email address: .....

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Is the organisation insured for the proposed activities? Yes/No

If Yes, name of Insurer .....Amount of liability covered £ .....

Insurance Policy Number .....

**NB it will be necessary to produce a copy of the insurance certificate for the Room Secretary/Administrator before a booking can be confirmed.**

Does the organisation work with under 18s? Yes/No

If Yes, does the organisation have a Child Protection Policy? Yes/No

**NB It will be necessary to produce a copy of this policy to the Room Secretary/Administrator before a booking can be confirmed. Bookings will not be accepted for those working with children unless the organisation has such a policy or adopts and implements the Church's Child Protection Policy.**

Are those leading the activity properly vetted in relation to child protection including CRB checks etc.? Yes/No

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PTO

Does the organisation sell food (other than light refreshments)? Yes/No

Have those preparing the food obtained necessary qualifications under the Health and Safety Hygiene Legislation? Yes/No

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**Please note that while Beltingham with Henshaw PCC will make every effort to ensure the safety of all who use its premises, your organisation will be solely responsible for both premises, personnel and its activities during the period of your booking. Also for making good any loss or damage to the property, and you will be responsible for accidents and injuries arising out of your activities whilst using the premises.**

I make application for the use of the premises as set out above, and agree to abide by the Conditions of Hire.

On behalf of my organisation, I accept liability for the property and personnel using the property and all activities during the period of the booking.

Signed .....

Date.....

# **Henshaw Church Room**

## **Conditions of Hire**

### **Opening and Closing the Church Room**

The Church Room keys will be available from .....and after locking up, must be returned there immediately.

### **Safety**

The Church Room has a No Smoking policy.

In the event of a fire, the Church Room should be evacuated in an orderly manner, using the appropriate exits and the Fire Brigade should be called, dialling 999. The post code for the Church is NE47 7EN.

The exact location of the nearest fire exits and fire extinguishers must be noted before the Church Room is occupied. Two fire extinguishers are placed by the front door of the church. To open windows, use the keys which are in the church room cupboard, on a hook by the shelves on the left. Please ensure windows are locked before leaving, and return key to hook.

After use, please stack chairs away from the electric heaters.

A First Aid Box is located in the kitchen to the right of the sink.

### **Power circuits/heating**

The two electric radiators should be switched on/off at the wall. If the heating dials are changed, please return to number 6 after use.

Turn lights and heaters in the church room off before departure.

The frost heater in the toilet is to be left on.

Kitchen – When boiling kettles, please run the fan to remove steam, and turn it off after use. Turn off and unplug the kettles. If the hot water is used, by the switchy adjacent to the sink, please turn off after use. Work tops to be left clean, taps to be turned off.

The frost heater in the kitchen is to be left on, and the door closed.

### **Telephone**

The Church Room has no telephone and the nearest one is located at Tow House, so you are advised to bring a fully charged mobile phone for use in an emergency.

## **Car Parking**

The lane by the Church is a private road and must not be obstructed.

Any overflow, by arrangement, may park at Henshaw School (work evenings, weekends, holidays only).

## **Consideration for others**

Please ask hall users to leave quietly at the close of your event.

Please do not use drawing pins or sellotape on the walls or other surfaces; use blutack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Church Room clean and tidy, and leave waste in the bins provided, or take it home. In particular we ask that you ensure that the table tops are wiped clean.

## **Faults/damage/comments**

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly.

The PCC welcomes constructive comments or observations that you may have about the hire of the church room.