

Bowthorpe Church
 Bowthorpe Hall Road
 Bowthorpe
 Norwich
 Norfolk
 NR5 9AA



Telephone contact: 01603 749614
 Email: bowthorpechurch@gmail.com

Name of hirer

Address of hirer

Post Code:

Telephone contact:
 Email address

Facilities required Please indicate as appropriate

Date(s) of hire:

Hire: includes heating, when required, and may include use of kitchen facilities. Toilets are located to the rear of the building. Sessions are: Morning (9.00 am-1.00 pm), Afternoon (1.00-5.00 pm), Evening (6.30-10.30 pm). Hire Fees are as published on the website (insert web address)

Room required	Morning	Afternoon	Evening	All day
Main Hall and Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakeside Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whole Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirements

Audio Visual system in main Hall
 @£15

Late lock up fee (where agreed @£10

Price to be paid (and confirmed at time of booking): £

Arrival time (for unlocking purposes)	
Departure time (for unlocking purposes)	
Purpose of hire:	
Expected numbers:	
Invoice address (if different to hirer's address)	

Please note: the track running alongside the Church centre leads to residential properties and workshops using large vans. Please do not obstruct access by parking in front of the properties or in the middle of the track.

Parking for those using the Bowthorpe Church should extend no further than the end of the brick garden wall. Plenty of alternative parking spaces are available on the shoppers' car-park close to the Church. Thank you for your cooperation. All hirers must make themselves familiar with the "Health and Safety" and "Fire Safety" regulations of the building, copies of which are located on the Main Hall notice board or can be e-mailed on request.

On arrival, hirers should familiarise themselves both with the Fire Escape procedures displayed around the buildings and the location of the First Aid Boxes and Accident Forms (kitchen cupboard, lower right-hand side).

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the Bowthorpe Church facilities, or any person authorised by me to use the Bowthorpe Church facilities due to my negligence, or on the part of such authorised person, during the period of hire.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement.

By ticking this box the hirer confirms that they will abide by the principles of Bowthorpe Church's Safeguarding Policy.

By ticking this box the hirer confirms that all those in leadership or roles of responsibility for the even have a current DBS check and have received appropriate training in safeguarding.

By ticking box the hirer confirms that they have their own safeguarding policy, and that they will provide a copy.

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges agreed.

Charges are to be paid on receipt of invoice.

Payment can be taken in the form of cash or cheque or BACS transfer. Please make all cheques payable to Bowthorpe Church.

At the end of the session I will ensure that all areas are clean and tidy, and all equipment has been put away safely.

Signed.....Date.....

Received.....Date.....