

FLITWICK METHODIST CHURCH BOOKING FORM FOR THE OCCASIONAL USE OF CHURCH ROOMS

Hirer's details:-

Ref. No.

Organisation:-.....

Name:-.....

Office Held:-.....

Address:-.....

.....

.....

Tel. No.....

Email.....

Email address for billing/invoice if different from above
contact.....

Date required:-

Please list the day and date when the building is required.

Please complete
accurately so that
the heating will
be correct.

DAY(S).....

DAY(S).....

Times/Rooms required:-

During this period, please list which rooms
are required and at what time, **including
preparation and clearing away times.**

Days	Times		Rooms*
	From	To	
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

* Rooms key

A = Church (may only be used by special agreement)

B = Downstairs rear room

C = Kitchen

D = Upstairs small room at rear

E = Upstairs large room at rear

Booking made on

P T O

CONDITIONS OF HIRE

1. Bookings are accepted on condition that, at the end of each hiring session
 - all doors to the premises are properly shut and secured, the premises are left clean and tidy, as you would wish to find them
 - the lights are used only in those parts of the building where they are necessary and are switched off when the session is finished
 - and any damages/breakages are reported and the costs of any reinstatements are paid for
2. External hirers will be charged for all dates and times above unless the Bookings Secretary (Linda Pitts 01525 -714060) is notified at least seven days in advance of the cancellation.
3. As from 1.02.16, external hiring rates are £4.50 per half hour for the whole building or any part including the church hall and £2.50 per half hour for other parts of the building. Cheques should be made payable to Flitwick Methodist Church and sent to the Bookings Treasurer, 7, Windsor Close, Flitwick, Bedfordshire. MK45 1PT
4. Please note that as from 1.01.18 the minimum booking payment is a two hour let for a one-off booking of less than two hours..
5. It is also a condition of hiring that the Church has priority use of all rooms for Church purposes whenever necessary. Whilst every effort will be made not to clash with any pre-booked hire period, if this at any time becomes unavoidable, then the Church use will take precedence. If these circumstances arise, the Bookings Secretary will give the maximum notice possible to the hirer.

THE METHODIST CHURCH NORTH BEDFORDSHIRE CIRCUIT

IT IS A CONDITION OF THIS LETTING AGREEMENT THAT YOU ARE FULLY AWARE OF AND IN AGREEMENT WITH THE CHURCHES LETTING POLICY CONCERNING 'SAFEGUARDING CHILDREN AND YOUNG PEOPLE'. THIS CONDITION APPLIES IRRESPECTIVE OF WHETHER UNDER 18'S NORMALLY ATTEND YOUR GROUP OR NOT.

OUR POLICY IS AS FOLLOWS;
AS THE PEOPLE OF THE METHODIST CHURCH AND MEMBERS OF FLITWICK METHODIST CHURCH WE ARE CONCERNED WITH THE WHOLENESS OF EACH INDIVIDUAL WITHIN GOD'S PURPOSE FOR EVERYONE. WE SEEK TO SAFEGUARD ALL MEMBERS OF THE CHURCH COMMUNITY OF ALL AGES. IT IS THE RESPONSIBILITY OF EACH ONE OF US TO PREVENT NEGLECT AND THE PHYSICAL, SEXUAL OR EMOTIONAL ABUSE OF CHILDREN AND YOUNG PEOPLE.