

Holy Trinity Church, Castelnau

Booking Form for Regular Users

Please clearly enter below **all the dates and times** of your bookings including setting up and clearing away time

Hire fee: £..... per hour or part thereof (including setting up and clearing away)

Invoices will be issued monthly during the term of hire

All hire fees will be reviewed with effect from 1st January annually

Any problems concerning the use of the premises should be addressed to:

Caroline Macqueen, Hall Bookings Officer,

Holy Trinity Parish Office, 162 Castelnau, Barnes, London SW13 9ET

Holy Trinity Child Protection Policy

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring. By signing this Booking Form you confirm that you have seen the Parish Child Protection Policy and agree to abide by it.

Public Liability Insurance

Please note that you are primarily liable for any accident or injury which arises out of your activities whilst using our premises.

Compliance with current food safety regulations is a requirement of your booking

I have read and agree to be bound by the Conditions of Hire. I am the person responsible for opening and closing down this booking.

Name (printed please)

Address

.....

Post Code Telephone

Email Date of Hire

Reason for Hire

Signed Date

Special instructions including number of chairs/tables required.....

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This form to be completed in duplicate, one copy to be retained by hirer