



Applicants must fully complete all sections of this form and sign it to confirm that they agree to abide by the requirements of hire before submitting it at least one month before the start of the relevant term, or at least seven days beforehand for one-off bookings.

This form must be accompanied by a signed copy of our 'Conditions for Room Use', available from our website, wbmethodist.org.uk and a copy of your Public Liability Insurance. For further information, contact Bookings Administrator, bookings@wbmethodist.org.uk

Bookings cancelled with less than 7 days notice will be charged. Church groups should make an appropriate donation for room hire costs.

Name of Hiring Group						
Data Privacy	<input type="checkbox"/>	I consent to West Bridgford Methodist Church keeping all of these details on a secure database and using them for contact with the group and its officials regarding all aspects of room booking				
Full Name of Applicant						
Full Postal Address	Telephone					
	Postcode					
Email address (for confirmation)		Purchase Order				
Name and address of person to be invoiced (if different to above)	Telephone					
	Postcode					
Email address (for invoice)						
Term	<input type="checkbox"/> Sept 1 st – Dec 31 st 2019	<input type="checkbox"/> Jan 1 st – April 11 th 2020	<input type="checkbox"/> April 13 th – Aug 31 st 2020			
Full dates of bookings (Details of all start and finish dates Including half terms & Bank Holiday)						
Hourly charges for Commercial and Community lettings 1 st September 2018	Times of room hire - <u>which must include setting up, clearing away and departure - not just the advertised meeting time</u> The hirer is responsible for arranging any chairs and tables in a room as required, and replacing them afterwards.					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Room 1 <input type="checkbox"/>	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
Room 2 <input type="checkbox"/>						
Room 4 <input type="checkbox"/>						
Room 9 <input type="checkbox"/>						
£14.00 £10.50						
Room 5	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
£15.00 £11.00						
Upper Hall	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
£20.00 £15.00						
Main Hall (only)	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
£26.00 £20.00						
Hall and Kitchen	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
£32.00 £24.00						
Church (min 4hr session)	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To	⌚ From – To
£5.00 £32.50						
My signature confirms that I agree to be the 'Responsible Person' for the named group and to ensure that						
<ul style="list-style-type: none"> I and all the group members adhere to the requirements of the church's 'Room Use Conditions' for all room users, particularly those regarding Safeguarding and Fire Safety, and to lodge a signed copy with the church office all necessary insurances and licences, including PAT testing and Public Liability Insurance of £5 million are in place the assessed charges for room hire are paid by cheque or BACS transfer within 21 days of the invoice date 						
Date _____		Signature of Applicant _____				
(send completed forms to the Church Office, NG2 7PQ For forms sent by email to bookings@wbmethodist.org.uk a signature is not required)						