

LEGAL & ADMIN

H:20

ONE OFF
EVENTS
ONLY

No Safeguarding Policy?

It is vital that ALL users and hirers of Derriford Church premises participate in the safeguarding of children and vulnerable adults. To enable compliance you can use a Generic Safeguarding Policy available from the bookings manager for you to complete & return as part of your booking application.

INSURANCE

Organizations:- We require you supply a copy of your insurance certificate which MUST be valid on the day of the event.

Individuals:- You are advised to insure your hire of our premises appropriately. Please discuss this with the booking manager prior to paying the deposit.

AGREEMENT

I as the main hirer confirm I have read and understand the following documents:

Tick

- Derriford Church's **Terms & Conditions of hiring** church premises.
 Derriford Church's **Evacuation & Fire Emergency Plan**.
 Derriford Church's **Health & Safety policy**.

I attach with this form the following:-

- Safeguarding Policy. Relevant Insurance Evidence.

AGREED EVENT HIRE CHARGES (To be completed by Booking Manager)

per Hour

Total Hours booked

Total Cost £

Booking Non Refundable Deposit = £ _____

(Refundable if the church cancels the booking, i.e. for a funeral. (See T&Cs).

Signed on behalf of-
(myself or the Organisation/Group).

Signed on behalf of-
Derriford United Reformed Church

Signature. _____

Signature. _____

Print Name. _____

Print Name. _____

Date. _____

Date. _____

PAYMENT METHOD

We would prefer you pay by bank transfer but you are free to choose one of the others.

Bank Transfer - Sort Code 56-00-63 Acct No. 40710491

Cheque made payable to:- 'Derriford United Reformed Church'.

Cash - handed to the booking manager and not left on the premises.

(Tick) If you/the organisation require a formal invoice to release payment.

Derriford United Reformed Church operates a Data Privacy Policy which is GDPR Compliant.
To view this policy please go to: www.derrifordchurch.co.uk/data-privacy-statement/