

# Oadby Baptist Church Room Letting

Booking Date.....200

Booking Times.....

Rooms Required	Upper Hall	<input type="checkbox"/>	(tick as required)
	Kitchen	<input type="checkbox"/>	
	Stage	<input type="checkbox"/>	
	Lower Halls	<input type="checkbox"/>	
	Quiet Room	<input type="checkbox"/>	
	Church Foyer	<input type="checkbox"/>	
	Church	<input type="checkbox"/>	

Name .....

Group or organisation (if applicable) .....

Address .....

.....

.....

.....

Telephone (Day)..... (Eves) .....

Purpose of booking .....

If a group or organisation, will you have children under the care / supervision of leaders? **Yes/no**  
**If so, a copy of your child protection policy must be included when returning this form.**

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I have read and understood the Church's letting policy and agree to abide by it.

I am aware that the church has a Health & Safety Policy and will abide by it. (Copy on display in hall foyer, or available upon request)

I undertake to leave the halls in a **clean & tidy condition**, replacing any equipment or furniture moved in the course of my letting.

I will ensure the premises are left secure upon leaving, having checked all windows, fire doors and external doors.

I understand that if anything belonging to the church is damaged or broken during the letting, I may be required to pay for repair or replacement of the item.

Bookings are subject to a £10.00, non returnable deposit. Balance to be paid by the start of the booking, or when collecting the key.

Total payable £.....

Deposit Paid £.....

Signed .....

Date .....

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**The use of any area or room cannot be guaranteed unless booked in advance.**

**If your activity requires setting-up time, this should be included in your booking.**

Arrangements will be made for access. This may either be by someone opening and closing the premises for you, or by the loan of a key. (£25.00 deposit required on key)

Bookings are subject to a £10.00, non returnable deposit. Balance to be paid by the start of the booking, or when collecting the key.

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Total amount payable      £.....

Deposit Paid                      £.....

(Cheques payable to 'Oadby Baptist Church')

Booking confirmed by..... Date .....

*This section retained by person booking rooms.*