

**BOOKING FORM**

|  |  |
| --- | --- |
| Organisation |   |
| Title of Event |  |
| 1st Date |  | Expected Numbers |  |
| Arrival Time |  | Delegate Arrival Time |  |
| Finish Time |  | Delegate Departure Time |  |

**Any special facilities required? E.g. access to kitchen, chairs**

|  |
| --- |
|  |

**Preferred Room (s)? (please circle)**

Hall Lounge Children’s Den

Youth Activity Studio Kitchen

As the person responsible for the event, I have read and agree to the terms and conditions of hire below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Email |  | Date |  |
| Signature\* |  |

If sending this form by email, your email confirmation serves as your signature.

Name and Address to be put on the Invoice

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Email |  |
| Address |  |

Person on site on the day of the event if different from above

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Email |  |  |  |

Caretaker needed? Yes / No

Schedule of Sessions:

|  |  |  |
| --- | --- | --- |
| Date |  | Invoiced(Office use only) |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

**Hourly Rates -**

|  |  |  |
| --- | --- | --- |
| **ROOM** | **Monday to Thursday 9.00am to 5.00pm** | **All Other Times (Including bank holidays, etc.)#** |
| The Lounge | £20 per hour | £30 per hour |
| Children’s Room | £20 per hour | £30 per hour |
| Youth Room | £20 per hour | £30 per hour |
| Activity Room | £20 per hour | £30 per hour |
| The Den | £15 per hour | £25 per hour |
| Main Hall @ | £40 per hour | £50 per hour |
| Kitchen (combined booking) | +£10 per hour | £10 per hour |

**[2] Daily Rates –**

|  |  |  |
| --- | --- | --- |
| **ROOM** | **Monday to Thursday 9.00am to 5.00pm** | **All Other Times (Including bank holidays, etc.) #** |
| The Lounge | £120 per day | £180 per day |
| Children’s Room | £120 per day | £180 per day |
| Youth Room | £120 per day | £180 per day |
| Activity Room | £120 per day | £180 per day |
| The Den | £90 per day | £150 per day |
| Main Hall @ | £240 per day | £300 per day |
| Kitchen (combined booking) | +£20 per day | £20 per day |

NB - # Charges include an allowance for caretaking, heating and lighting.

**Invoicing and Payments**

* Unless otherwise specified we invoice monthly in areas on or around the 4th working day of the month.
* A 3-month booking would receive 3 monthly invoices
* Full payment is required within 14 days of the issue of the invoice. This can be by cash, cheque or bank transfer.
* Cheques should be made payable to ‘Solihull Christian Fellowship’. Our bank details are available on request for bank transfers.

**Terms & Conditions of Hire –**

* You should consider whether your event requires you to conduct a risk assessment
* If an organisation hiring the bridge has children and or vulnerable individuals present, they are expected to have their own safeguarding policy that covers safer recruitment, safeguarding training of staff/volunteers, and robust recording & reporting procedures for logging safeguarding concerns. The policy should have been ratified by the leaders of the organisation. We retain the right to request a copy of that Safeguarding Policy.­­
* Solihull Christian Fellowship does not accept any responsibility for personal injury, loss or damage to any goods or possessions caused due to the running of your event.
* Hirers are responsible for ensuring that they have their own third-party insurance.
* Personal hirers should check that they have personal liability insurance cover under the terms of their home contents insurance.
* Should any spillages or breakages occur, Solihull Christian Fellowship should be informed before you leave the building, and users will be expected to pay for any damage incurred during their period of hire.
* No smoking is allowed in the building or around the curtilage.
* If the fire alarm sounds, your group leader is responsible for ensuring that everyone in the group leaves the building quickly and safely as per printed instructions at each exit.