

BOOKING FORM 2024

Hire agreement between Canterbury Baptist Church (CBC) and

Hirer (Company, Charity, Group etc)	
Contact Person	
Email Address	
Phone Number	
Address	
Website (if applicable)	

All of the rooms for hire are part of the premises of Canterbury Baptist Church. While seeking to invite non-church groups to use the buildings, the trustees reserve the right to limit hire to organisations and for uses which are consistent with the status of the buildings as a place of Christian worship. The church will require to know for what purpose the rooms are being hired, and may refuse a booking if any proposed activity conflicts with our Christian practice or beliefs.

Purpose of Hire	
Rooms/Halls Required	<input type="checkbox"/> Upper Hall <input type="checkbox"/> Lower Hall <input type="checkbox"/> Baptist Hall <input type="checkbox"/> Foyer <input type="checkbox"/> Upper Lounge <input type="checkbox"/> Allan Ritchie Hall <input type="checkbox"/> Office
Date(s)	
Time(s)	

Deposits

A deposit of £50 is taken on all bookings, and £150 for wedding and conference bookings, unless otherwise discussed. Please provide below, the bank details of where the deposit should be paid back to. Deposits will be returned in line with our Terms and Conditions.

Account Name		Sort Code	- -
Bank Name		Account Number	



Kitchen Use

<p style="text-align: center;">Lower Hall Kitchen</p> <p> <input type="checkbox"/> Cooking <input type="checkbox"/> Serving Only <input type="checkbox"/> Teas & Coffees Only </p>	<p style="text-align: center;">Baptist Hall Kitchen</p> <p> <input type="checkbox"/> Cooking <input type="checkbox"/> Serving Only <input type="checkbox"/> Teas & Coffees Only </p>
<p>If Serving or Cooking, name of person responsible <small>(If cooking, this person must be in possession of Level 2 Food and Hygiene certificate)</small></p>	
<p>Sign here if Terms & Conditions read and understood?</p>	

Extras

<input type="checkbox"/> Projector & Screen <input type="checkbox"/> Speaker <input type="checkbox"/> AV System (Upper Hall only) <input type="checkbox"/> Setup & Takedown <input type="checkbox"/> Tea & Coffee

Staffing

(Available most weekdays during office hours - check availability with Church Office)

<input type="checkbox"/> Serving in Kitchen	<input type="checkbox"/> Serving Tea & Coffee	<input type="checkbox"/> AV System (Upper Hall only)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Times</td> <td style="width: 85%;"></td> </tr> </table>	Times		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Times</td> <td style="width: 85%;"></td> </tr> </table>	Times		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Times</td> <td style="width: 85%;"></td> </tr> </table>	Times	
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Please note that any special conditions being requested by the hirer must be agreed with the Hub Manager at the time of booking and recorded below, including any special conditions where children, young people less than 18 years of age, and / or vulnerable adults are involved:

By signing below, the hirer agrees to all the terms and conditions of hire as outlined in the Terms & Conditions document, including taking responsibility for all appropriate insurances liabilities and risks and confirms that they have read, understood and will adhere to the relevant risk assessments:

Representative from Hirer		Representative from Canterbury Baptist Church		Representative from CBC Trustees	
Name		Name		Name	
Position		Position		Position	
Signed		Signed		Signed	
Date		Date		Date	

