

# CIRENCESTER ASHCROFT CHURCH & CENTRE



## Booking Application for Use of Premises

All boxes should be completed or struck through, as appropriate.

1. Your Name – ‘the User’				
2. The Name of the Organisation you represent				
3. Name of group or activity (If different from above)				
4. Your contact details	Address		Telephone	
			Email	
5. Invoicing name, address, telephone and email (If different from above)	Address		Telephone	
			Email	
6. The date(s) and time(s) you wish to book the premises (These are fully inclusive times including preparation and clear-up)				
7. The room(s) you wish to book and use (please tick)	ASHCROFT	<input type="checkbox"/>	BARKER	<input type="checkbox"/>
	CHURCH	<input type="checkbox"/>	WESLEY	<input type="checkbox"/>
	TOP ROOM	<input type="checkbox"/>		
	FOYER	<input type="checkbox"/>	KITCHEN	<input type="checkbox"/>
8. Nature of use (e.g. tai chi, pilates, meeting, choir etc.)				
9. Attendees – by age group Please estimate the number of people in each age group.	<b>Please complete EVERY age group box below, even if zero</b>			
	0 - 10 years	11 - 17 years	18 - 25 years	Over 25
10. Number of adult leaders / helpers (working directly with children, young people or vulnerable adults, or supervising and managing those who do)	<b>One person from this group will also be required to be the nominated key holder (for regular hire only) and sign a key holder declaration.</b>			
11. I have read and agree to the conditions of use and declare I am familiar with ‘Safeguarding Childre, Young People and vulnerable Adults Polic for Ashcroft United Church’	I agree to your use of my information. The personal information you have given will be used by Cirencester Ashcroft Church for the purpose and duration of this booking and to inform you of centre related information and will not be passed to any third party. Our Privacy notice is on display at the Church Centre and at <a href="http://ashcroftchurch.org.uk/privacy">ashcroftchurch.org.uk/privacy</a> .			
	Signed (User)		Date	

Please send this form to the Bookings Secretary at 21 Ashcroft Rd, Cirencester. GL7 1RA or email it to [bookings@ashcroftchurch.org.uk](mailto:bookings@ashcroftchurch.org.uk). Provisional bookings will be held for 5 days, pending receipt of this form.

## Keyholder Declaration

All boxes should be completed or struck through, as appropriate.

1. Name of nominated key holder	
2. Name of any secondary key holders	
3. Your name has been put forward as a key holder to our premises on behalf of:	

Before the keys can be issued, you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the Methodist Church to safeguard the children and young people in its care. The Methodist Church is not obliged to give anyone access to Church premises unless access to the premises is required as part of their role or for regular hire of the premises.

**I have never been convicted or cautioned concerning a sexual offence against children or young people or vulnerable adults.**

Signed

Date

These keys and code are issued to you under the following conditions:

1. You shall not have any copies made from these keys / pass
2. These keys should not be lent to anyone else
3. On completion of your term of office these keys shall be returned to the booking secretary and not handed over to another person
4. Where entry code numbers are given, this information shall not be given to anyone else

I accept the above conditions of issue.

Signed

Date

**A copy of this agreement will be retained by the user and the booking secretary. This document will be retained in a secure and confidential manner by the Methodist Church.**