



ST. ANDREW'S LETTINGS
(SHARING GOD'S ENDLESS LOVE)

St Andrew's Methodist Church

Crawley Road, Roffey, Horsham, West Sussex RH12 4DX

LETTINGS OFFICER : Jerry Page

standrewslettings@gmail.com 07837 876627

BOOKING REQUEST FORM

FORM TO BE COMPLETED BY THE HIRER* (*Responsible person at each/the booking - Key holder - if key required)

Hirer's Name:

Organisation:

Position:

Treasurer's Details (if approp)

Group/Event
Name:

Name:

Address:

Address:

Post Code:

Post Code:

Landline:

Landline:

Mobile:

Mobile:

e-mail:

e-mail:

Do you already hold a key to the Church Atrium?

Y / N

If 'Y' please give Key Number:

PURPOSE of hire:

Estimated Numbers:

REQUIREMENTS of hire:

If specific room(s) required, please state:

DATE(S), DAY(S), TIMES of hire:

FOR REPEAT HIRE ONLY

Repeat Hire: **Start Date:** _____ **End Date:** _____ (If known)

Payment Interval: Quarterly Monthly Termly

Payment Type: Standing Order Bank Transfer Cheque Cash

DECLARATION 1: I DECLARE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH ST ANDREW'S POLICY & CONDITIONS OF HIRE AGREEMENT.

Hirer's Signature:

Date:

SAFEGUARDING: Do you/the organisation you represent have a Nationally Recognised Safeguarding Policy? YES NO

If **NO**, you are required to read and comply with the St Andrew's Methodist Church Safeguarding Policy, the full version of which can be found on St Andrew's Church Website (<http://starmc.org.uk/>) or on request from the Lettings Team.

DECLARATION 2: I DECLARE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH ST ANDREW'S METHODIST CHURCH SAFEGUARDING POLICY.

Hirer's Signature:

Date:

Please return completed form to JERRY PAGE, Lettings Officer, St Andrew's Church Admin Office, or place in the 'LETTINGS CORRESPONDENCE' box in the Church Atrium.

All information will be held in accordance with the Data Protection Act 1998