

**Emmanuel United Reformed Church
High Street, Haydon Wick, Swindon**

APPLICATION FOR USE AND HIRE OF PREMISES
(Please ensure that all parts of this document are completed.)

Name

Address:
.....

Telephone No

Date of Function From To

Time of Function Fromam/pm Toam/pm

Nature of Function
.....

I/We wish to apply for the use of the following areas: *(Please tick as appropriate)*

Lower Hall Upper School Room Orchard Room

Kitchen* Worship Area Front Vestry

**(Please refer to specific conditions of use)*

Orchard/Grounds

Approximate/Maximum number of persons expected to attend.

Adults Children

I/We have read the Conditions for Use and Hire of Church Premises document.

I/We agree that the facilities are suitable for our purpose and understand our responsibilities, as stated in the Conditions of Use and Hire of Church Premises document.

Furthermore I/We agree to indemnify Emmanuel URC – Haydon Wick in respect any damage to property or equipment arising out of the negligence of those hiring/using the premises and/or their invitees.

Signed Date

Please return this form to the Booking Officer

Mrs Sue Martin, 100 Avonmead, Haydon Wick, Swindon SN25 3PL. Tel: 01793 721552

For Office Use Only:

Confirmation and Receipt: Received From:

Date: Amount Received £..... Signed