

High Street Baptist Church - Tring

ROOM HIRE BOOKING FORM

Private Hire

Group/organisation hire name
Is your group/organisation a registered charity Yes No

Name: Type of event:

Address:.....
.....

Telephone:..... Email:.....

Room(s) requested:
Hall/worship area/foyer/meeting room

Occasional hire Regular hire Tick which one applies

Hire Date(s) Fromam/pm toam/pm

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Any additional details:
.....

Please sign below to indicate that you have read and understood these conditions of hire.

Signed Date

For groups only (not private hire)

I confirm we have a Safeguarding policy and named person responsible for safeguarding

I confirm we have Public Liability Insurance and have provided a copy of this

All bookings to: Office Manager, High Street Baptist Church, 89 High Street, Tring HP23 4AB

E-mail: admin@tringbaptistchurch.co.uk

Tel: 01442 824054

Payment can be made by cheques payable to 'High Street Baptist Church' or by a BACS transfer

Office use only:

Room(s) available Yes No

Public Liability Insurance provided/NA

Free /charity hire/charge £.....

Invoice sent

Payment made

Issued guidelines

Issued door code _____