

Facilities Booking Form

Group Name: _____

Group Leader: _____

Address: _____

Phone: _____

Email: _____

Any changes to the above must be notified to the GPC Committee or its representative at the earliest opportunity

Facilities Required

Facilities Required: _____ Main Hall _____ Upstairs Room
 _____ Downstairs Room _____ Internet Access

Dates Required: _____

Times Required: _____

Agreed Rate / Terms / Deposit: _____

Insurance Details

Insurance Company: _____

Address: _____

Policy No.: _____

Policy Commencement Date: _____

Policy Expiry Date: _____

Declaration (Please initial)

_____ I/We accept that any costs incurred by the GPC as a result of our hire will be borne by me/us. This includes damage to GPC property and any other incidental costs or losses.

_____ I/We have supplied GPC with details of our insurance, indemnifying GPC against any claims resulting from the hire of GPC facilities.

_____ I/We understand that hire of GPC facilities in no way gives any occupancy rights to the user group, and that the GPC Committee and Trustees reserve the right to terminate with immediate effect any rental agreement without notice, reason or compensation for costs incurred by the outside body.

_____ The appropriate fee has been paid in advance to GPC or alternative payment terms have been agreed

_____ I/We confirm that I/We have been provided with a copy of the Church Facilities User Manual or have downloaded the latest copy from the GPC Website and commit to complying with all terms and conditions

_____ I/We authorise GPC to make such enquiries as it deems necessary in connection with this application.

_____ I/We accept all responsibilities for Child Protection (related to this rental) where relevant

Signed: _____

Name (Print): _____

Date: _____

Capacity: _____

On behalf of Greystones Presbyterian Church:

Signed: _____

Name (Print): _____

Date: _____

Capacity: _____