

**MUDGE WAY COMMUNITY CHURCH
FORM FOR THE BOOKING OF CHURCH FACILITIES**

NAME OF ORGANISATION MAKING REQUEST:

SPECIFY NAME OF EVENT OR PURPOSE FOR USE:

DATE REQUIRED:

START TIME (Including any setting up of equipment) :

FINISH TIME (When all clearing up done) :

NUMBERS EXPECTED - ADULTS : CHILDREN (17years and under):

ACCOMMODATION REQUIRED (Please delete rooms not required)

VESTIBULE/LOUNGE (UP TO 30 PEOPLE)

OAK ROOM (UP TO 25 PEOPLE)

MAIN HALL (UP TO 250 PEOPLE)

KITCHEN

EQUIPMENT REQUIRED (Please delete equipment not required)

CROCKERY

CUTLERY

HOT WATER URN

DISHWASHER

TOWELS

TEA TOWELS

TABLES

CHAIRS

ELECTRONIC PROJECTOR (MAIN HALL ONLY)

PUBLIC ADDRESS EQUIPMENT (MAIN HALL ONLY)

CONNECTION TO INTERNET

PLEASE INDICATE WHETHER HEATING IS REQUIRED : YES/NO

* NAMED PERSON RESPONSIBLE FOR UNLOCKING PREMISES :

* NAMED PERSON RESPONSIBLE FOR LOCKING UP OF PREMISES:

NAMED PERSON OVERSEEING THE CLEARING UP ETC:

NAMED PERSON/PEOPLE SUPERVISING ANY CHILDREN:

DO YOU HAVE SEPARATE INSURANCE COVER? : YES/NO

DETAILS OF PERSON MAKING REQUEST:

NAME:

ADDRESS:

TELEPHONE NUMBER:

SIGNATURE OF APPLICANT :

DATE :

PLEASE NOTE: If this booking is confirmed MUDGE WAY COMMUNITY CHURCH and its officers do not accept liability for any loss, damage or injury which may occur on the premises, and the persons making the request for this booking will be responsible for any loss, damage or injury which may occur on the premises, or in the car park, and for any damages or breakages to the premises or the equipment.

In addition to any charge for the use of the premises there will be a 'Key fee' of £15.

Please forward form to Lynn Collins, c/o Mudgeway Community Church, Cnr Dark Street Lane, Mudgeway, Plympton, Plymouth. PL3 2PS

* OFFICE USE ONLY