**Belmont Road Baptist Church**

**Hemel Hempstead**

# Hall / Room Booking Form – Occasional Users

**This form is for a hiring at Belmont Road Baptist Church, Hemel Hempstead, Herts HP3 9NU.**

**Booking enquiries should be made by email to** [**mailto: lettings@belmontroadbaptist.co.uk**](mailto:mailto:%20lettings@belmontroadbaptist.co.uk)

**Name of Organisation** (*where applicable*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Responsible** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone for contact during hire (*if different*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rooms Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Occasional Hire (this is limited to a maximum of 3 events per year if Church insurance cover is needed and granted).**

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_ am/pm

**Church Equipment Required:**

**Any Additional Requirements:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing this booking form you confirm that you have read and agree to the Belmont Road Baptist Church’s Occasional Users Room Hire Agreement and Conditions of Hire (2023).*

**Confirmation of booking** (to be completed by the Lettings Secretary)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the Church’s Occasional Users Room Hire Agreement and Conditions of Hire (2023) and to the payment of the agreed fee of £ \_\_\_\_\_\_\_

Signed: ……………………………………. Date: ……………………………………..