

Booking form: PO__



South Anston Methodist Church

Name of Organisation / Individual

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Contact Details

Name

Address;

Email:

Phone:

Booking Details

Date required		Event start time		Event end time	
Number of attendees		Frequency of event (if applicable)	One off / weekly / monthly		
Type of event					
Special information	Under 18's present				YES / NO
	Vulnerable adults present				YES / NO
	Inflatables present i.e. bouncy castle				YES / NO
	Raffle / Tombola taking place				YES / NO
	A qualified first aider will be present				YES / NO
	Public performance (i.e. concert)				YES / NO

Length of session (including time for setting up and clearing away - to the nearest ½ hour)

Get in time		Get out time		Total hours required	
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Room Requested (please tick)

Church	Oak Room	Hall and Kitchen
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Room set up Requirements

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Additional Facilities (tick if required)

	Disabled Parking Space
	Drinks station for assistance dog
	Sound System
	Sound System with technician (charged at £15 per session)
	Electric Piano / Organ
	Projector and screen
	WIFI (access codes are in the rooms)
	Space for pop up display in welcome area
	Use of kitchen (person with Level 2 Food Hygiene & Safety needed if cooking food). Please provide your own tea/coffee/sugar/milk etc. Crockery and cutlery provided.
	Other (please state)
I confirm that I have read the booking leaflet and returned the booking form and relevant documentation as required and agree to all terms and conditions.	
Signed: on behalf of:	Date:
Signed _____ Joy Fuller (Safeguarding Officer) on behalf of South Anston Methodist Church. Date: _____	

Please return this completed form by email to the Bookings Officer at: loundmaggie@gmail.com
or by post to: Mrs M Lound, c/o 86 Park Avenue, North Anston, Sheffield S25 4GG

Once we have received your completed form, we will contact you to confirm the booking and request the deposit (if the booking is for over £100), or to discuss your booking in more detail.

If you have any questions, please ring 01909 568216/07944 424479 to speak to the Bookings Officer.

NB: South Anston Methodist Church is a dry space with no smoking/vaping on the premises.

NB: If the room is not left as the hirer finds it, we reserve the right to charge an additional cleaning fee.

TO BE COMPLETED BY SAMC BOOKINGS OFFICER

Date received By Post / Email / In Person		Date Passed to Safeguarding Officer	
Date checked and entered into calendar		Date deposit received	
Date confirmation sent out		Date invoice sent out	
		Date payment received	
Checklist	Booking Form received		
	Booking checked & entered into calendar		
	Insurance Certificate provided		
	Safeguarding Policy / DBS Certificate received		