**Belmont Road Baptist Church**

**Hemel Hempstead**

# Hall / Room Booking Form – Regular 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 Regular Hire**

Initial Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_

Hire Day of Week: \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_ am/pm

Hire Day of Week:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_ am/pm

Hire Day of Week: \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_ am/pm

**Church Equipment Required:**

**Any Additional Requirements:**

**Insurance Details: (***Company, Policy No, amount of Public Liability Cover)*

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

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

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

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

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