

# Event Booking Form

# St Nicholas' Church, Ash. *Event Booking Form*

## Event Planning

Cost of hire : May – September (no heating £75) October-April (with heating £110). Please use contacts below regarding remittance of payment.

The PCC agrees all events and require the booking form to be completed. For clarification or assistance, please contact the Church Warden, James Pigott ([churchwarden@gmail.com](mailto:churchwarden@gmail.com)) or Deputy Church Wardens Ben Briggs ([bobriggs@btopenworld.com](mailto:bobriggs@btopenworld.com)) Jenny Taylor ([jenny@bjc.co.uk](mailto:jenny@bjc.co.uk))

### *Details required to book an event*

Contact name	
Address	
Post code	
Phone number	
E-mail address	
Proposed Event Date(s)	

### *About the event*

How many are likely to be attending the event?

What is the purpose of the event?

Any other information which you think may be relevant (e.g. start & end time of the event)

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## Equipment Information

The following **equipment** is generally available for use:

- Any Kitchen Equipment found in the kitchen area and cupboards
- Plates, glasses, and cutlery found within the kitchen
- Hot water urn and coffee machine
- Trestle tables
- Stackable Chairs
- Projector & screen

### *Before the Event.*

*A key holder will meet the user, show location of the fire exits, fire extinguishers etc, familiarising the user with the evacuation plan. At the end of the period of use the key holder will check & secure the building.*

### *During the Event -*

*Please note that alcoholic drinks may be served, but NO sale of alcoholic drinks is to be undertaken*

*The user is responsible for all damage to building, equipment & furniture & must cover the cost of making good or replacement of items.*

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## *After the Event:*

Any rooms or equipment used must be set back as they were found including the following:

- i. **Kitchen**  
Surfaces must be cleared and cleaned with all kitchen equipment returned. The fridge and kitchen surfaces must be emptied of any food / drink from the event. Bins must be emptied at the end of the event.
  
  - ii. **Toilets**  
All toilets must be checked & cleaned if appropriate.
2. **St Nicholas' Church** are in no way liable for the following:
- a. **First Aid provision**  
It is your responsibility to provide adequate first aiders.
  
  - b. **Food hygiene**  
Any food / drink prepared on the premises, eaten on the premises, or removed from the premises is done so entirely at the risk of the individual consuming / preparing the food / drink.
  
  - c. **Alcohol consumption**  
It is your responsibility to manage any alcohol consumption, including over-indulgence and under- age drinking. Alcohol may not be sold on the premises.

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## *Agreement to terms and conditions*

Please tick the following and sign below:

- I have read, understood, and agree to the terms and conditions on page 4.
- I am aware of the fire procedure and first aid procedure and take full responsibility for the event described above.

Signed:

Print Name:

Date:

*Thank you!*

*We hope you have an enjoyable event.*