Groomsport Presbyterian Church

Hall Booking Enquiry

Contact Person: .....
(First and Last Name)

Name of Organisation: .....

Your Address: .....

.....

.....

Telephone Number: .....

Contact Email Address: .....

Room/Hall you would like to book (please tick as appropriate):

- Walter Nelson Hall
- Archie Agnew Hall
- Coffee Bar
- Irwin Room

Please enter date(s) when you required the halls/rooms:

.....

What times do you need the room/hall from and to?

.....

How often will you require the room/hall? (Please tick as appropriate)

- Once only
- Every week
- Every month
- Other

Please use this space provided to describe how you will use the room/hall?

How would you like the hall made up ie. arrangement and number of chairs ,tables etc?

Will you require any other services?

- No thanks
- We need catering (if so contact Valerie McCutcheon on 07745511941)
- We have other requirements
  (Please use "Any Other Information" box to describe)

Any other information that you think would be useful?

Liability Insurance Questionnaire

Groomsport Presbyterian Church is drawing to the attention of all users of our Halls and premises who are not affiliated organisations of the Church, the need to ensure that they have adequate insurance cover, particularly in respect of their Liability to the public.

Our Church has its own insurance cover as owners of the property but there could be circumstances where an accident occurred or damage resulted which would not be attributable to the fault of the church (in its role as property owner) and as such would fall outside the scope of the Church's liability and outside the scope of the Church's insurance cover.

You are therefore requested to complete this questionnaire:

Does your Organisation have Liability Insurance? Please tick as appropriate:

- Yes
- No

Insurer: .....

Policy No: .....

Renewal Date: .....

Business Description: .....

Indemnity Limit: .....

Please enclose a copy of your insurance as no booking can be confirmed until this is received.

Usage Terms and Conditions (see separate sheet)

These TERMS & CONDITIONS are applicable to all external organisations (or users) wishing to use the church halls.

Please ensure that you read this document carefully before making a booking.

All organisations requesting use of the halls must be approved by the Kirk Session of Groomsport Presbyterian Church prior to use. The approval will be for both the organisation and the event. Subsequent approval may be required for the same organisation requesting use of halls for a different event.

You must accept these Terms and Conditions before making a booking.

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I agree to abide with these Terms and Conditions.