

Harlington Baptist Church

Hall Hire - APPLICATION

Updated: 1 May 2008



Harlington Baptist Church Hall:

Name of Organisation: _____

Primary Contact Hirer: _____

Secondary Contact: _____

Contact Phone: _____

Contact Mobile: _____

Contact Address: _____

Description of Event: _____

Harlington Baptist Church
High Street
Harlington
Middlesex
UB3 5DG
United Kingdom

Harlington Baptist Church Hall
266 High Street
Harlington
Middlesex
UB3 5DG

Harlington Baptist Manse
323 High Street
Harlington
Middlesex
UB3 5DG

020 8759 9583
www.HarlingtonBaptist.org.uk

One Off Event **or** Lease Date(s) _____ Time(s) _____ hrs.

Weekday(s) Mon Tues Wed Thur Fri Sat Sun

Facilities	Tick for Use	No. of Hours	List Cost
Hall with Stage, Kitchen and Multipurpose Room			£30.00 1 st Hour £15.00 Other Hours
Hall with Stage and Multipurpose Room			£25.00 1 st Hour £12.50 Other Hours
Hall with Stage			£20.00 1 st Hour £10.00 Other Hours
Multipurpose Room			£15.00 1 st Hour £10.00 Other Hours
First Floor Office			£15.00 1 st Hour £5.00 Other Hours
First Floor Meeting Room			£15.00 1 st Hour £10.00 Other Hours
Piano Hire Hall		-	£7.50
Piano Hire First Floor Meeting Room		-	£5.00
Video/Computer Projector Hire		-	£12.50
TV and VCR/DVD Hall or Multipurpose Room Hire 26 inch		-	£7.50
TV and VCR/DVD First Floor Meeting Room Hire 15 inch		-	£5.00
Overhead Projector Hire		-	£5.00
Audio System Hall Hire		-	£10.00
Storage		-	TBD

Is your organisation a charity? Yes No

Has your organisation used the premises before? Yes No

Serving the Community of Harlington for Over 200 Years Through Christ

Please list one referral with contact details:

By signing this application you agree to the following:

- In the case of an activity involving children I/we agree to comply with the Government's suggested guidelines 'Safe from Harm'.
- I/we confirm that we will have Public Liability Insurance Cover of £2 Million before entering the facility for our event.
- I/we will provide a £100.00 deposit as a booking fee which I understand will be returned within 7 days after the event less any deductions for damages and/or cleaning.
- I/we understand that we will be charged £10.00 every 10-minutes we stay in the facility past our agreed upon rental time.
- I/we understand that a Church official must demonstrate fire safety rules prior to our event and that a minimum of 2 adults must be on the premise during the entire time of the event.
- I/we will abide and agree to all the Terms and Conditions of the hall hire.

Signature: _____ Date: _____

Print Name: _____ Title: _____