

**APPLICATION FOR THE USE OF ST OSWALD'S CHURCH HALL
(KNOWN AS THE LEONARD ROOMS)
ABBAY PARK, BURGHFIELD COMMON, RG7 3HQ**

Name, address, post code, e-mail address and telephone number, of individual or organization wishing to use the hall and it facilities:

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1. Purpose of Hire (see item 1.1 of Conditions of Hire)

2. Period of Hire (Check with Bookings Manager for Availability)
(Tel: 01183274120 or e-mail linfoley@spring-lane.co.uk)

Date(s)
.....
.....

Hours: from to

3. Description of the facilities you wish to hire. (see 'Important information for Hirers/users' – Ref: Donations)

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4. I have/have not read the important information for Hirers as appropriate Yes No..... (Tick as appropriate)

5. I have/have not read the important information for Users as appropriate Yes..... No..... (tick as appropriate)

6. I have read the hall's, Fire Risk assessment and H&S Risk assessment as appropriate Yes No..... (Tick as appropriate)

7. I will/will not be involved with children/ vulnerable adults as appropriate) Yes No..... (Tick as appropriate)

8. If Yes, I am able to comply with all current safeguarding requirements (Tick as appropriate) Yes No.....

9 I will be playing live or record music as appropriate) Yes No..... (Tick as appropriate)

10 I have Third Party public liability Insurance to the value of £.....

I request the hire of the premises on the dates and times and for the purposes set out above

Signed Date Organization

Appendix to Application for Use of the St Oswald’s Church Hall

EQUIPMENT REQUEST

Please indicate (x) which items from the list below will be needed during your booking of the Leonard Rooms.

1. Clip Charts Stand (you must provide paper).
2. White Board, pens and erasers (additional cost)
3. Projector and Screen,
4. Piano.
5. CD player,
6. TV monitor,
7. Hostess warming trolley.

We do not guarantee that all items will be available.

The following table and chairs that are available:

Tables:

- 4 x six foot rectangular tables (seats 6-8 people)
- 4 small square tables (seats 4 people)
- 40 light chairs.
- 32 heavy chairs
- 8 with arms