



Holy Cross Church, Davidson's Mains, Edinburgh

Hall and Centre Booking Form for External Users.

Please complete this form and email to hall@holycrossedinburgh.org

Name of hirer/Organisation:

Charity Number (for all charity bookings):

Name of Responsible Person (see note below):

Purpose of hire :

Address:

Phone Number(s):

Email:

Date(s) of Booking(s):

Time(s) of Booking(s): From _____ To _____

I declare that I have read and accepted the terms and conditions in the attached booklet including the child and vulnerable adult protection policies. If required I will provide copies of any Public Liability Insurance, Basic Food Hygiene Certificate, PVG clearances or other certificates as relevant. I undertake to reimburse Holy Cross for the cost of any damage incurred by the hire and to pay for any additional cleaning if required.

Signed

Print Name:

Role in Organisation (where appropriate):

Date:

Key Information: • Please take time to read the terms and conditions document. • Responsible Person: It is the responsibility of the person in charge on the day of the booking to ensure the terms and conditions are met – particularly with regard to insurance, health and safety, the protection of children and vulnerable adults. • All bookings are provisional until a signed booking form is received. • Payment must be made prior to booking. • The hall should be left clean and tidy and fit for the next hire, rubbish including food waste & recycling must be put in the appropriate bins or taken home. • No banners can be put up unless this has previously been agreed with the Manager or Rector. • The hall should be left secure at the end of the hire.