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**Form of approval for independent organisations wishing to use church premises belonging to BALLYWALTER PARISH**

**BASIC INFORMATION**

Name of group/ organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person/person in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of type of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approx no. of people attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time access is needed: from: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROOMS, EQUIPMENT & SET UP**

1. Which rooms do you require use of from the following? – Please tick below
* Church (140 people max seated)
* Parochial Hall (100 people max seated)
* Minor hall meeting room (15 people max)
* Kitchen (NB. In both Minor and Parochial halls not suitable for large scale catering)

*Please note that some or all rooms may not be available during the date and time you request, and that priority is given to regular ongoing church hall events.*

1. Do you plan to bring and use sound and/or visuals equipment or lights? If yes, please provide details below:
2. Do you plan to bring or use any other equipment? If yes, please provide details below:
3. Do you require chairs in the venue?
* Yes
* No

 If yes, how many chairs are require?

 If yes, how do you plan the chairs to be set out?

1. Please provide details if you are planning to use any furniture items *not* provided by the Church (tables, chairs etc)?
2. Do you have any other set-up requirements?
3. Do you plan to provide food/drink? Yes No
4. Do you intend providing your own catering equipment? Yes No

Will you require the use of the Hall crockery and cutlery?  Yes No

**CONDITIONS**

1. The organisation confirms that it has adopted and implements a child protection policy which accords with the relevant standards*.* A copy of the organisation’s policy is provided or written verification that the policy is accepted by the church at central level.
2. The local church shall supply to the organisation leader the names and contact details of the church officials responsible for the premises and for child protection. The organisation shall supply annually (September) to the Parish Panel the names and contact details of the leader in charge of the organisation/unit. The organisation confirms that new appointees have been vetted; that no information was received which debarred their appointment and that they have been found suitable to work with children.
3. The organisation shall ensure that leaders/helpers in the organisation shall receive appropriate child protection training and are aware of the reporting procedures.
4. If a report of a child protection concern is made by the organisation through its procedures, the person responsible for child protection in the local church should be informed in confidence that a report has been made.
5. The organisation confirms that adequate insurance cover is in place for its activities (copy of policy attached), or written verification that the insurance policy is accepted by the church at central level.
6. In the event of a funeral, bookings may have to be cancelled at short notice.
7. Before using, moving or fixing anything on the church premises, you must obtain authorisation from the caretaker/nominated church contact.
8. It is your responsibility to provide appropriate stewarding at the event, in keeping with the Church’s health and safety and emergency procedures.
9. Any damage to the building or church halls, or breakages of kitchen crockery/items during the event, must be reported to the caretaker at the earliest opportunity and the cost of repair/replacement will be borne by you.
10. You may not use any rooms, equipment or resources, which you have not indicated you require on this form.
11. Correct protocol must be followed regarding keeping exits clear and announcing evacuation procedure. Smoking is not permitted in any part of the property. Alcoholic beverages or drugs may not be sold or consumed within or around the property.
12. Terms of our entertainments licence for the Parochial Hall must be strictly adhered to.
13. Premises are not to be used for any activity not in keeping with the ethos of Ballywalter Parish.
14. All of the necessary documentation should be signed and returned to the Parish office (details below) at least 2 weeks before the event date.

The organisation shall seek to ensure that activities shall be carried out safely. Any safety concerns regarding the premises shall be notified by the organisation leader to the appropriate person within the church as soon as possible.

We confirm that the church and the organisation agree to the above conditions.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ORGANISATION LEADER)

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment**

The current charge for use of the Parochial Hall is £10 per hour (including time taken to set up and tidy away).

Additional charges that apply:

* Use of heating
* Use of the kitchen facilities
* In the event that the premises are left in an untidy or unclean condition (including the toilets) then a cleaning charge will be levied

Charges will be reviewed annually.

Please make cheques payable to **Ballywalter Parish**, or contact the parish office to arrange cash payments or bankers order.

Ballywalter Parish Office

c/o The Vicarage, 15 Westlands Drive, Ballywalter, NEWTOWNARDS, Co. Down, BT22 2TH

Tel: +44 7881 530226

PLEASE TICK AS APPLICABLE:

The church grants the above organisation use of the premises. ❒

OR

The church grants the above organisation use of the premises in accordance ❒

with the attached agreement.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Secretary of the Select Vestry)

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_