



greenleaf rd.  
BAPTIST CHURCH

4 Greenleaf Road, Walthamstow, London E17 6QQ

## HALL HIRE Application Form 2018

for ongoing bookings (weekly or monthly)

Please complete and send to  
**Hall Hire**  
**Greenleaf Road Baptist Church**  
**4 Greenleaf Road, Walthamstow, London E17 6QQ**

Please read our Terms and Conditions of Hire along with this application

1 Name of organisation:

.....

2 Description of proposed activity:

.....

.....

3 Please indicate whether it is a **weekly or monthly** booking request

.....

4 Start date ..... Start time..... End time.....

5 Ongoing day of week required for booking: .....

Start time ..... End time.....

*The Hall is closed for hire on Bank Holidays.*

6 Room/hall(s) required or other facilities  
*(for details please see our church website: [greenleafroadbaptistchurch.com](http://greenleafroadbaptistchurch.com))*

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7 Name, address and telephone number of person responsible for the booking:

Name .....

Address .....

.....

Phone number.....

8 Name, address and telephone number of person supervising the activity  
*(if different from the person responsible for the booking):*

.....

.....

9 Do you have insurance cover for your employees or a Third Party Liability Insurance Schedule (where appropriate)? YES / NO

10 In the case of activity involving children or vulnerable adults has your Organisation agreed to comply with the Government's suggested Safeguarding guidelines?

YES / NO

11 Is your organisation a charity or non-profit community group?

YES / NO

12 Has your organisation used the church premises before?

YES / NO

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I confirm that the hiring conditions sent & received with this form (April 2018 edition) are accepted.

Print Name.....

Signed: ..... Date: .....