

HOLYWOOD BAPTIST CHURCH

EVENTS BOOKING FORM

Hollywood Baptist Church (HBC) is delighted to make its facilities available. This form will help us decide if we can provide appropriate support to enable the smooth running of your event. Please spend a little time considering your requirements or expectations **in conjunction with the Church Booking Policy** and set these out, with as much detail as possible, in the form below.

Yours faithfully,

Gary Robb

HBC Secretary

Your Event

Organisation:

Name of Event:

Date: **Start time:** **Finish time:**

Approximate number of people:

Your Contact Details

Contact name:

Address:

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Contact by phone:

Contact by e-mail:

Member of Hollywood Baptist Church

Yes/No*

Requirements

Premises

Please indicate if you anticipate use of the following Church premises:

Main Auditorium (ground floor only)	Yes/No*
Main Auditorium (balcony)	Yes/No*
Minor Hall	Yes/No*
Coffee Lounge	Yes/No*
Prayer Room	Yes/No*
Creche Room	Yes/No*
Youth Wing	Yes/No*
Sports Hall	Yes/No*

Set Up

Please specify your set up requirements:

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Church Support Required	Yes/No*
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Time

Access to the premises will be facilitated by a member of HBC. Please specify your access requirements, including time in, time out:

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Car Parking

Events anticipating attendance of more than 80 people will require car parking to be marshalled. Event organisers must provide two car park marshals.

Please confirm:

Car parking Marshals required:

Yes/No*

Car Parking Marshals provided:

Yes/No/N/A*

Audio/Visual

If using the main auditorium, you will probably require use of the Church's Audio/Visual facilities.

Please confirm:

Your requirements:

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Audio-visual technicians provided:

Yes/No/N/A*

Church technician(s) required

Yes/No/N/A*

N.B. The provision of an audio-visual technician is dependent on the availability of personnel.

Music

Please confirm if you require:

Use of piano in Main Auditorium

Yes/No*

Use of electric keyboard in Minor Hall

Yes/No*

A pianist

Yes/No*

Specify other requirements

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N.B. The provision of a pianist and/or other musicians/worship leader is dependent on the availability of personnel.

Catering

We expect an event organiser to make their own catering arrangements.

Please confirm:

Your requirements:

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Own arrangements made: **Yes/No/N/A***

Other

If you have additional requirements, please provide as much detail as possible:

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NB. The use of bouncy castles and/or other inflatables on the church premises is not permitted.

Insurance

Please confirm (external groups/non-members only):

Public Liability Insurance Cover in place: **Yes/No***

Copy of Public Liability Insurance attached **Yes/No***

If copy of Public Liability Insurance is not attached please advise how this will be provided:

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Please return this form, as soon as possible, to Sheila Jones, either by e-mail to Bookings@holywoodbaptist.org.uk or by posting or handing in to the church office.

HBC reserves the right to forward copies of insurance cover to our insurance Provider and/or insurer for approval.