

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.

Please note this event booking form has been updated to reflect the current position with the coronavirus pandemic. It should be read in conjunction with the **'Use of Hollywood Baptist Church buildings by external groups' risk assessment** and the attached **'Guidance Sheet on Cleaning (Covid 19)'**. Your booking may need to be cancelled at short notice and we reserve the right to withdraw our consent to the booking at anytime.

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*
Youth Wing	Yes/No*
Sports Hall	Yes/No*
Prayer room/creche room	Yes/No*
Toilets (Ground Floor Disabled Access)	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

Is important that you arrange for all cars to be parked in surrounding areas in a sensible manner which is respectful of our neighbours.

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***

Church technician(s) required **Yes/No***

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.

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.

COVID 19

We confirm we have read the 'Use of Hollywood Baptist Church buildings by external groups' risk assessment and agree to comply with the safety measures and all requirements that are contained therein.

We will clean the premises after use in the manner outlined in the risk assessment and in conjunction with the attached 'Hollywood Baptist Church Guidance Sheet on Cleaning (Covid 19)'.

We consent to details of this booking and those attending the event to be shared with the public health authority for the purpose of contact tracing.

Insurance

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

Public Liability Insurance Cover (to include any additional cover required due to the Covid 19 Pandemic) 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, either by e-mail to bookings@hollywoodbaptist.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.

A copy of our privacy policy is available to read at <https://www.hollywoodbaptist.org.uk/User/PrivacyPolicy.aspx>