

# **FIRST HOLYWOOD PRESBYTERIAN CHURCH**

## **REQUEST FOR USE OF CHURCH PREMISES**

(When completed please return form to - 1<sup>st</sup> Hollywood Church Office, 7 Bangor Rd, Hollywood BT18 0NU or [office@firsthollywood.co.uk](mailto:office@firsthollywood.co.uk) )

Name and contact details of leader	
Name and contact details of sponsoring organisation	
Requested dates and times of usage	
Details of accommodation, rooms, halls etc. required	
Numbers of adults and children expected to attend	
Details of organisation's public liability insurance	
If the event involves children please supply a copy of your organisation's child protection policy and indicate in the box that you are confirming that all attending leaders and helpers have been satisfactorily vetted and trained.	
Give details of any equipment, including any electrical appliances, which you intend to bring and use.	
Confirm in this box that you will distribute to all the relevant people information about the church's Fire Evacuation and Health & Safety procedures which you have received or which will be provided.	
<b>Signed and dated</b>	