

Evesham Baptist Church Community Centre

Lettings Form

Purpose of let:

Date(s) of let:

Room(s) required (if unknown state required capacity):

.....

Time(s):

Will children and/or vulnerable adults be present as part of your hiring group (Yes/No):
(if yes please complete the safeguarding and health and safety declarations and include these with this form)

Contact/Invoicing address:

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.....

.....

Telephone number:

Email address:

I hereby accept the conditions set out in the Lettings policy and booking conditions and agree to abide by them. I have read and understood the stipulations, in particular those regarding safeguarding and publicity. I understand that failure to comply with these or any other conditions may result in the offer of a let being withdrawn, and that I may be refused bookings in the future.

Signed:

Name:

Please also sign the safeguarding the health and safety form below if appropriate

Hirer's safeguarding declaration

If children and/or vulnerable adults may be present as part of the hiring group, please complete either section 1 or 2.

1. Private Individuals

(e.g. children's birthday party, Christening celebration etc)

I _____ (block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss or damage occurring.

Signed: _____

Date: _____

2. Organisations

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. This means that:

- you will provide the church with a copy of your organisation's Safeguarding Policy/ies.
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely.
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually.
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group; (Not always possible – e.g. toileting toddlers– enhanced DBS clearance covers this so should be covered in organisations policy).
- no person under the age of 18 years will be left in charge of any children or young people of any age.
- no child or group of children or young people should be left unattended at any time.
- a register of children, young people or vulnerable adults, including contact details and next of kin, attending the activity will be kept securely.

You will immediately (within 24 hours) inform the Church Safeguarding Co-ordinator of:

- a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it.
- b) Any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the church accepts no responsibility for our failure to comply with the above requirements.

Signed: _____ Designation: _____

Organisation: _____ Date: _____

Our church Safeguarding Co-ordinator is Heather Fernie, h.r.fernier@btinternet.com. The occupant of the role is displayed on the Church Safeguarding Notice Board.

Hirer's Health & Safety declaration

If children and/or vulnerable adults may be present as part of the hiring group, please complete either section 1 or 2.

1. Private Individuals

(e.g. children's birthday party, Christening celebration etc)

I _____ (block capitals) agree to take full responsibility for everybody attending the event on the above date and will take all reasonable steps to prevent harm occurring. We have read the Health & Safety Policy and relevant Risk Assessments and will comply with their terms or seek advice from the church on additional activities. We will report any accident or injury occurring or any hazard identified.

Signed: _____

Date: _____

2. Organisations

You are required to ensure that everybody is protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular this means that:

- you will hold strictly to the church's Health and Safety Policy.
- you will ensure all relevant session leaders are familiar with the HEALTH AND SAFETY NOTICES INCLUDING FIRE PROCEDURES as displayed on the Church Safety Notice Board.
- you will work within the guidelines of the relevant risk assessments and design any new ones required for new or unusual activities.
- you will immediately record any injuries or reportable incidents in the Accident Book and (within 24 hours), inform the Church Health & Safety Co-ordinator of all relevant details and subsequently co-operate with any church led investigation of the events.

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the church accepts no responsibility for our failure to comply with the above requirements.

Signed: _____ Designation: _____

Organisation: _____ Date: _____

Our Church Health & Safety Co-ordinator is Derek Markie. d.markie@outlook.com. The occupant of the role is displayed on the Church Safety Notice Board.