

'EVENT' PROPOSAL FORM

Form must be submitted to the Events Committee:

For a large event (100 or more people): at least 8 weeks prior to event

For a small event (fewer than 100 people): at least 3 weeks prior to event

IMPORTANT: ALL EXTERIOR DOORS (NOT INTERIOR DOORS) IN THE CHURCH BUILDING MUST BE LOCKED BEFORE LEAVING THE PREMISES. ALL FIRE DOORS MUST BE CLOSED!

Name of Event				
Date		Time	to	
Aims and Objectives				
Venue or Location				
Person in Charge				
Team Members				
Target Audience	Adults Y/N		Children Y/N	
Estimated numbers	Adults		Children	
Any costs to be borne by Church details to be included				
Catering	Is food to be provided			Yes/No
	If yes, please state who will be providing food (eg name of outside caterer)			
	Will help be required to serve food supplied?			Yes/No
	Catering form submitted (if applicable)			Yes/No/Not Applicable
Stewarding	Are you able to provide volunteers for stewarding duties inside the church building? <i>The requirement is 2-4 stewards for events utilising the ground floor only, or 6 stewards for events covering the entire church building</i>			
	Are you able to provide volunteers for stewarding duties in the car park during the event? <i>Events involving fewer than 50 people do not require external stewards.</i>			
First Aid	Name of person acting as First Aid Officer. <i>If you cannot provide one, please contact the Church Office.</i>			
AV Sound/Computer Requirements				Yes/No/Not Applicable

Signed: _____ Date: _____

Contact Telephone Number: _____

Thank you for your request to use Church property. Any confirmation of your request is subject to you agreeing to the following terms and conditions:

1. Arrange and be responsible for the administration, organisation and supervision of your own activity.
2. Be responsible for all Health and Safety issues arising from your activity and the use of any equipment.
3. Check the property carefully before use and immediately highlight to the Church any defect or anything you consider needs attention.
4. Leave the property in good condition, clean and tidy after use and report immediately any signs of damage.
5. Be responsible for and indemnify the Church against all claims, actions, demands, costs or proceedings arising out of or incidental to use of the property.
6. No charge will be made to use the facilities, but any donation in lieu will be gratefully received.
7. In order to give due consideration to the Scouts and their programme on a Friday evening, please consider having your event on a Saturday night and not on a Friday night. Thank you for your co-operation in this matter.
8. Completing & returning a Risk Assessment Form. If a Risk Assessment form is not completed your request may not be granted.
9. Funerals and Weddings take precedence over any prior approval.
10. Following Committee consideration of your request you will be informed of their decision as soon as possible.
11. If food is being served an Allergen Form must be completed and returned.

Signed: _____
(Church)

Date: _____

Signed: _____

Date: _____