

'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				
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. Inform the Church immediately of any hazardous or dangerous activity being undertaken.
4. Comply with all reasonable requests and instructions from the Church and its authorised representative.
5. Check the property carefully before use and immediately highlight to the Church any defect or anything you consider needs attention.
6. Leave the property in good condition, clean and tidy after use and report immediately any signs of damage.
7. Be responsible for and indemnify the Church against all claims, actions, demands, costs or proceedings arising out of or incidental to the use of the premises if same is due to any negligence, breach or statutory duty, omissions or defects by you, your employees or agents.
8. Maintain insurance in respect of loss or damage to any property on site for the purposes of such activity and agree with the relevant Insurers that the Church will not be involved in any claim for damages arising out of loss or change to such property, irrespective of whether or not caused by the actions or omissions of the Church or its authorised representatives.
9. Insure against Employers and Public Liability Risks in respect of the use of the premises. Public Liability Indemnity must be a minimum of £5,000,000.
10. Period of use of the premises is _____ only.
11. **Donations to cover relevant costs of £20 per hour approximately would be gratefully received via our Church Office. Outside Office hours please give your donation to the person opening/locking up the premises.**
12. 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.
13. Completing & Returning a Risk Assessment Form. If a Risk Assessment Form is not completed your request may not be granted.
14. Funerals/Weddings take precedence over all events and we reserve the right to cancel use.

Signed: _____
(Church)

Date: _____

Signed: _____

Date: _____