CHRIST CHURCH LILLE– GENERAL BOOKING FORM

This form is not for concerts or other music events, there is a separate form for these.

*(Start typing in the shaded area)*

Contact details:

|  |  |
| --- | --- |
| **Name of organiser/person booking** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Name of organisation (if any)** |  |

Event details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of event** |  | | |
| **Description of event (please give full details)** |  | | |
| **Date of event** |  | | |
| **Time of event (start and finish)** |  | | |
| **Spaces required (including rehearsal and preparation times)**  **Please specify date and times for each space** | **Church** | **Hall** | **Kitchen** |
| **Facilities required** |  | | |
| **Estimated number of people attending** |  | | |
| **Other comments about this application** |  | | |

Legal requirements:

|  |  |  |
| --- | --- | --- |
| 1 | Do you intend to serve alcohol?  *Church premises are not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, “price includes a glass of wine” (this constitutes a sale) but can state “refreshments provided free of charge”.* | Yes  No |
| 2 | If your event involves protected material (music, film, etc)  *Please provide a copy of the declaration to the relevant authority once this is completed. Registration and declaration are the sole responsibility of the organiser.* | Yes  No |
| 3 | Are you aware of safety requirements such as fire regulations?  *Please ensure that your stewards are aware of exits, the siting of fire extinguishers. Please ensure that emergency exits and fire extinguishers are not blocked.* | Yes |
| 4 | Do you have a Safeguarding Policy in place?  If NO, do you agree to adopt Christ Church Lille Safeguarding Policy (available on <https://christchurchlille.fr/what-we-do/safeguarding/>) | Yes  No  Not applicable  Yes  No |

Agreement:

1 I confirm that I have read and understood the Terms and Conditions of Use of Christ Church Lille premises and I accept responsibility for ensuring that everyone attending the above event abides by those Terms and Conditions.

2 I attach a certificate of insurance.

Signature Date

Print Name

**Your booking is provisional until you have received confirmation from the Church Office.**

**NOW RETURN THIS FORM TO bookings@christchurchlille.fr**

**FOR CHURCH OFFICE USE**

|  |  |  |
| --- | --- | --- |
| 1 | Safeguarding in place |  |
| 2 | Music/film licence applied for/fee paid |  |
| 3 | Insurance certificate |  |
| 4 | Booking in diary |  |
| 5 | Confirmation to person booking |  |
| 6 | Keyholder arrangements |  |
| 7 | Special requirements (eg furniture) |  |

Signed for Christ Church Lille Date

Print Name