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# St Nicholas Bathampton with St Mary the Virgin Claverton

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## CHURCH ROOMS BOOKING FORM

Please return one completed copy of this form and keep a copy for your records. Do not send payment with this form.

Name	
Name of Organisation or Church (if appropriate)	
Address	
Telephone No	
Email	
Date of required booking	
Times (arrival and departure) (£15 per hour)	
Purpose of use (e.g. meeting, party, Baptism, Funeral, etc.)	
Other requirements (e.g. use of dishwasher, cooker)	

### Care of Church Rooms

Before leaving would you please ensure that:

1. All cooking appliances and lights are off.
2. Please stack chairs to no more than 5 high and away from heaters.
3. All windows are closed.
4. All the rooms are left in a clean and tidy condition.
5. Key(s) are returned as advised.

**Please turn over for our health and safety guidance and safeguarding policy declaration.**

Thank you for your co-operation.

Signature of Hirer: \_\_\_\_\_

Church Administrator, email: [office@stnicholasbathampton.org.uk](mailto:office@stnicholasbathampton.org.uk)

Payment to 60 02 05 account no. 50954121 or cheque payable to St Nicholas Bathampton PCC

The Benefice Office, St Nicholas Church, Church Close, Bathampton, Bath BA2 6TU

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## HEALTH AND SAFETY GUIDANCE NOTES IN CONNECTION WITH THE LETTING OF CHURCH PREMISES

Hirers will be expected to make good any loss or damage to the building and/or contents incurred during their activities whilst on the premises.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers of the St Nicholas Church Rooms are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

Accident report forms are provided for recording accidents or damage, and are located in the First Aid Kit on the wall outside the Palmer Room.

The following information should be recorded:

1. Name, address and telephone number of person(s) injured.
2. Exact time and place of the occurrence.
3. A description of accident or incident, including a description of any apparatus or equipment involved.
4. Name, address and telephone number of any witness(es) to the accident.
5. Signed witness statements should be obtained if possible.

The hirer must notify the Rector as soon as possible after the accident, but in any event within 24 hours. Any apparatus or equipment involved must be retained for inspection.

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## SAFEGUARDING AGREEMENT IN CONNECTION WITH THE LETTING OF CHURCH PREMISES

By booking a room with us you are agreeing to our terms and conditions and the church of England Safeguarding Policy, which can be found here:

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

**The Parish Safeguarding Officer for St Nicholas Church is:**

**Name:** .....Rachel Howlett.....

**E-mail:** .....safeguarding@stnicholasbathampton.org.uk.....