



## BOOKING FORM FOR THE GOOD NEWS CENTRE

### IMPORTANT INFORMATION

The Church reserves the right to cancel any booking at short notice to allow for funerals and other church business to take place. Also, you need to be made aware that St. John's is the nominated 'Emergency Evacuation Centre' for King's Lynn and can be called upon at any time.

***Bookings to be made at least 7-days in advance and are subject to St John's PCC approval***

<b>CONTACT DETAILS:</b>			
1st Name & Address: (Please print)	Day Tel:  Evening if different:  Email:		
2 <sup>nd</sup> Name & Address: (Please print)	Day Tel:  Evening if different:  Email:		
Name of Group/Organisation and address if different to above:	Day Tel:  Evening if different:  Email:		
Key Holder's Name & Key no:(s):   None:		Deposit (s) paid refundable on return of Key (s):  Yes: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
No key held: <input type="checkbox"/> Arrangements for Out of hour's entry:			
<b>BOOKING DETAILS</b>			
Details of Activity:	Approx. Nos. <input type="checkbox"/>		
Room Requested: (Please tick box)	Central Meeting area: <input type="checkbox"/>	Lilac Youth Room: <input type="checkbox"/>	Kitchen Annexe <input type="checkbox"/>
Resources:	Flip chart Stand <input type="checkbox"/>	OHP Screen <input type="checkbox"/>	TV/Video <input type="checkbox"/> Piano <input type="checkbox"/>
Date (s):	Time (s):	Set-up: Event Start: Event Finish:	
Kitchen Facilities Needed for: (Please tick box)	Food Preparation: <input type="checkbox"/> Drinks only: <input type="checkbox"/>		
Kitchen Staff:	Church to Supply <input type="checkbox"/> Will provide own: <input type="checkbox"/>		
<p>Groups/Organisation are responsible for providing their own supplies of paper, pens, tea, coffee, milk and food etc.</p> <p><b><i>NB IMPORTANT: No food to be left on the premises and Accommodation to be left in a clean and tidy condition.</i></b></p>			

**CONDITIONS OF USE – MEETING ROOMS**

1. Health & Safety Regulations to be adhered to at all times.
2. Hirer/Organisation to be liable for and accept full responsibility for all electrical equipment they bring into the church building.
3. Room (s) to be left in a clean and tidy condition with furniture and resources returned to their original positions.
4. All breakages to be reported to church office.
5. Carpets/floors to be swept clean of biscuits/food crumbs etc.
6. No food to be placed in waste paper bins – food to be disposed of in kitchen waste bin.
7. All rooms to be vacated by 10.30 pm.
8. Cancellation of bookings to be made at least two working days before the date of the booking.

**CONDITION OF USE - KITCHEN**

1. Health & Safety Regulations to be complied with.
2. Food Hygiene Regulations strictly adhered to: - no food to be left on premises.
3. Cooker and other facilities to be thoroughly cleaned after use.
4. Organisations to provide own tea towels.

**HEALTH & SAFETY**

I have been informed of location of the: Fire Exits  & Fire extinguishes

I have been informed of the fire evacuation plan:

I have had instruction on the use of the heating system:

I have read and understood the above and agree to abide by the conditions of use for the Good News Centre.

1<sup>st</sup> Signature: ..... Date: .....

2<sup>nd</sup> Signature: ..... Date: .....

Signed for and on behalf of St John's:

Name: ..... Date: .....  
(please print)

Signature: .....

-----  
Office use: Donation details

Amount:

When payable:

Additional Information: