**CHURCH LETTING ENQUIRY FORM**

Thank you for your enquiry about hiring the church. It would be appreciated if you could answer the following questions and return to: b.carrington@live.co.uk (PLEASE TYPE IN THE BOX)

**1. Name of the church you wish to hire?**

**2. Name of your group/organization:**

**3. Main aim of your group/organization:** *(Before approval can be given we will need to see a written mission statement or statement of beliefs*

**4**. **Please briefly describe the activities you hope to carry out on church premises.**

**5. Name and contact details of group leader** *(Phone and e mail):*

**6. What day(s) would you like to meet?** *(If possible please provide alternatives should this not be available)*

**7. How often would you like to meet?**

**8. What times will the group start and finish?**

**9. What time would you aim to arrive to set up?**

**10. What time would you leave after clearing away?**

**11. Approximately how many people will attend?**

**12. What is the age range of those attending?**

**13. Do you have a safeguarding policy in place?** *(We will need to see this):*

**14. How many rooms will you need?**

**15. What size room(s) are you looking for?** *(Small, medium or large):*

**16. Will you require storage at the church? Please give more details.**

**17. Will you need use of the kitchen?**

**18. Do you have your own insurance?** *(Groups that meet more than 3 times a year will need to provide their own public liability insurance):*

**19. As far as you are aware is your group/organization in keeping with the nature/teaching of the Methodist Church?**

**20. In light of COVID-19 do you have or a risk assessment in place?** *(We will need a copy of this)*

*Please send the completed form to* b.carrington@live.co.uk

*We will get in touch as soon as we can to let know you know if the church is able to help and also with details of costs. All lettings are subject to the completion of a letting agreement provided by the church and signed by both parties. Please also note that alcohol is not permitted on Methodist premises. Thank you.*