

**APPLICATION FOR THE USE OF ST OSWALD'S CHURCH HALL
(KNOWN AS THE LEONARD ROOMS)
ABBEY PARK, BURGHFIELD COMMON, RG7 3HQ**

Name, address, post code, e-mail address and telephone number, of individual or organization
wishing to use the hall and its facilities:

.....
.....
.....
.....
.....
.....

1. Purpose of Hire (see item 1.1 of
Conditions of Hire)

2. Period of Hire (Check with Parish Administrator for Availability)
(Tel: 0118 9814572 or email tadley@portsmouthdiocese.org.uk)

Date(s)
.....
.....

Hours: from to

3. Description of the facilities you wish to hire. (see 'Important information for Hirers/users' –
Ref: Donations)

.....
.....
.....

4. I have/have not read the important information for Hirers Yes No..... (Tick
as appropriate)

5. I have/have not read the important information for Users Yes..... No..... (Tick
as appropriate)

6. I have read the hall's, Fire Risk assessment and H&S Risk assessment Yes No..... (Tick
as appropriate)

7. I will/will not be involved with children/ vulnerable adults Yes No..... (Tick as appropriate)

8. If Yes, I am able to comply with all current safeguarding requirements Yes No..... (Tick as appropriate)

9 I will be playing live or record music Yes No..... (Tick as appropriate)

10 I have Third Party public liability Insurance to the value of £.....

I request the hire of the premises on the dates and times and for the purposes set out above

Signed Date Organization
.....

Appendix to Application for Use of the St Oswald's Church Hall

EQUIPMENT REQUEST

Please indicate (x) which items from the list below will be needed during your booking of the Leonard Rooms.

1. Clip Charts Stand (you must provide paper).
2. White Board, pens and erasers (additional cost)
3. Projector and Screen,
4. Piano.
5. CD player,
6. TV monitor,
7. Hostess warming trolley.

We do not guarantee that all items will be available.

The following table and chairs that are available:

Tables:

- 4 x six foot rectangular tables (seats 6-8 people)
- 4 small square tables (seats 4 people)
- 40 light chairs.
- 32 heavy chairs
- 8 with arms