

Barthol Chapel Hub Booking Form

1. Contact Details

- Name of individual / organisation:
 - Main contact person:
 - Email address:
 - Phone number:
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2. Booking Details

- Date(s) requested:
 - Start time:
 - End time:
 - Frequency (one-off / weekly / monthly):
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3. Event / Activity Information

- Name of activity:
 - Brief description of activity:
 - Expected number of attendees:
 - Age group (tick all that apply):
 Children Young people Adults Mixed
 - Is the event open to the public? Yes No
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4. Space & Setup Requirements

- Room/area requested:
 - Layout required:
 Chairs only
 Tables and chairs
 Open space
 - Equipment needed (tick if required):
 Projector Screen Kitchen access Wi-Fi
 - Any other requirements:
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5. Accessibility & Inclusion

- Do you have any accessibility requirements?

- Will attendees require accessible facilities? Yes No
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6. Safeguarding & Responsibilities

- Will children or vulnerable adults be present? Yes No
 - If yes, confirm you have appropriate safeguarding measures in place: Yes
 - Do you have public liability insurance (if applicable)? Yes No
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7. Hire Fee

£18 p/h (£15 p/h for BCCH Members)

Separate tariffs apply for commercial events/weddings etc.

- Agreed Total: £_____
 - Payment method: Cash Bank transfer
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8. Agreement

I agree to:

- To all points in the Barthol Chapel Community Hub Booking & Terms of Use Policy

Name:

Signature:

Date:

Internal Use Only

- Booking approved by:
- Door Code access arranged: Yes No
- Payment received: Yes No
- Notes: