



The anglican and methodist church of  
**Saint Andrew**  
**Paddock Wood**

Maidstone Road, Paddock Wood, Tonbridge, Kent TN12 6DZ  
Phone: 01892 837617 Email: [bookings@standrewspw.org.uk](mailto:bookings@standrewspw.org.uk)

**HALL HIRE APPLICATION**

Applicant name:	
Address:	
Tel. no. / Mobile no.:	
email:	
Charity or organisation (if applicable)	
Name of lead person (if not applicant):	
Tel. no. / Mobile no. of lead person (if not applicant):	
Name of hall / room (s) required:	
Purpose of hire:	
Expected number attending:	
Use of foyer required:	Yes / No                      This is a shared space.
Use of kitchen required:	Yes / No                      This is a shared space.
Do you require access to the Wi-Fi network?	Yes / No                      There is a separate form for this - please ask the Operations Manager
Audio / Visual System required (If Wallis Room)	Yes / No
Special Events Host required:	Yes / No                      There is a charge of £60 per event
Do you intend to use your own radio / wireless mic or other transmitting equipment?	Yes / No
If Yes, does the equipment comply with all legal requirements?	Yes / No See the Bookings Information and Terms & Conditions booklet.
Day and times to be booked (including set up & pack away times)	Day:  Time from:                      to:
Foyer display screen	Your event will be displayed on the screen in the foyer with the booked start and finish times. If you require shorter times displayed, please state such times and we will aim to accommodate them.  Time from:                      to:

A £50 deposit is required. Please make cheques payable to St. Andrew's Church.

**PLEASE SEE REVERSE**

**Safe from Harm:** St Andrew’s Church supports and complies with the Home Office code of practice “Safe from Harm” (a copy can be inspected at the church office). It is now a legal requirement that anyone working with children under 18 or with vulnerable adults needs to have clearance from the Disclosure and Barring Service. By signing the Hire Application Form, organisations working with children and young people under the age of 18 confirm that they understand and adhere to the policies, procedures and recommendations contained in that code of practice.

**Data:** The information on this form will be used for the purposes of this activity only. The information given may be stored on a St Andrew’s Church computer and may be made available to church employees as well as the leaders of applicable activities for the purposes of fulfilling this activity only.

**Agreement:** I wish to hire the Church and I have read and agree to be bound by all the conditions of use in Bookings Information and Terms and Conditions booklet. We wish to clarify that the church insurance will not cover your activity for incidents where the church or church members are not liable.

**Signed:**.....**Date:**.....

You may also opt-in to have your details added to our communications database called ChurchSuite. Should you wish to register, ChurchSuite will help us to keep you informed of all St. Andrew’s church activities and events:

**I hereby give consent for my personal information to be added to the St Andrew, Paddock Wood’s church management software, ChurchSuite. I agree to this information being kept securely by St Andrew’s church.**

**Signed:**.....**Date:**.....

Our Data Privacy Notice can be viewed on the noticeboard in the Foyer or on our website, [www.standrewspw.org.uk](http://www.standrewspw.org.uk)

<b>For office use only</b>
<b>Date form received:</b>
<b>Date Avalon updated:</b>
<b>Date confirmation sent:</b>
<b>Confirmation sent by:</b>