

## Bengeo Parish Church Hall Booking Form – TO RETURN

Bookings Secretary: Mrs Wendy Celia  
23 Lodge Close, Bengoe, Hertford. SG14 3DH  
Telephone No/Email: 01992 589538 / [churchhallbookings@parishofbengoe.com](mailto:churchhallbookings@parishofbengoe.com)

Hall Charges are: Single Event - £18.00 Per Hour or Regular Event - £15.00 Per Hour

Methods of payment accepted are cash, cheques (cheques made payable to Bengeo Parish Church Hall) and BACS (Account No: 00017506 Sort Code: 30-94-17 please see terms and conditions regarding payments).

<b>Month</b>	<b>Date</b>	<b>Time Required</b>	<b>Total Hours per Month</b>
		<b>Total</b>	

I have read the terms and the conditions for the use of the Church Hall (overleaf) and agree to abide by them.

Signature..... Date.....

Please Print Name.....

Address.....

Phone number & Email.....

Name of Organisation (if applicable) .....

Please return this form to the Booking Secretary and await confirmation of booking.

## Safeguarding Declaration

The Parochial Church Council of Holy Trinity Church, Bengoe, has Policies for Safeguarding Children, Young People and Vulnerable Adults. Copies are attached.

Your booking agreement is conditional upon you complying with them unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Holy Trinity Church is:

Name: Anne Sentance

E-mail: [anne41298@gmail.com](mailto:anne41298@gmail.com)

Tel. No: 07973 920625

### Declaration:

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

Please sign two copies, one to be retained by the church, and one by the organisation