



## ‘EVENT’ PROPOSAL FORM

Form must be submitted to the Events Committee:

**For a large event (100 or more people):** at least 8 weeks prior to event

**For a small event (fewer than 100 people):** at least 3 weeks prior to event

**IMPORTANT: ALL EXTERIOR DOORS (NOT INTERIOR DOORS) IN THE CHURCH BUILDING MUST BE LOCKED BEFORE LEAVING THE PREMISES.**

Name of Event			
Date		Time	to
Aims and Objectives			
Venue or Location			
Person in Charge			
Team Members			
Target Audience	Adults Y/N		Children Y/N
Estimated numbers	Adults		Children
Any costs to be borne by Church			
Catering	Is food to be provided		Yes/No
	If yes, please state who will be providing food (eg name of outside caterer)		
	Will help be required to serve food supplied?		Yes/No
	Catering form submitted (if applicable)		Yes/No/Not Applicable
Stewarding	Are you able to provide volunteers for stewarding duties inside the church building? <i>The requirement is 2-4 stewards for events utilising the ground floor only, or 6 stewards for events covering the entire church building</i>		
	Are you able to provide volunteers for stewarding duties in the car park during the event? <i>Events involving fewer than 50 people do not require external stewards.</i>		
First Aid	Name of person acting as First Aid Officer. <i>If you cannot provide one, please contact the Church Office.</i>		

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Thank you for your request to use Church property. Any confirmation of your request is subject to you agreeing to the following terms and conditions:

1. Arrange and be responsible for the administration, organisation and supervision of your own activity.
2. Be responsible for all Health and Safety issues arising from your activity and the use of any equipment.
3. Check the property carefully before use and immediately highlight to the Church any defect or anything you consider needs attention.
4. Leave the property in good condition, clean and tidy after use and report immediately any signs of damage.
5. Be responsible for and indemnify the Church against all claims, actions, demands, costs or proceedings arising out of or incidental to use of the property.
6. No charge will be made to use the facilities, but any donation in lieu will be gratefully received.

Signed: \_\_\_\_\_  
(Church)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(User)

Date: \_\_\_\_\_