St Olcan’s Parish Centre

Rasharkin

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| Booking/Agreement Form | | Number |
| Name of Person Requesting Hire (Applicant): |  | |
| Address of Applicant: |  | |
|  | |
|  | |
| Applicant's Contact Telephone Number: |  | |
| Applicant's Email Address: |  | |
| On Behalf of Organisation: (If Applicable) |  | |
| Does the Organisation/Person have Public Liability Insurance to cover their activities and for any negligent damage caused: |  | |
| Name of Child Protection Officer: (It is the Applicants responsibility to ensure the Child Protection Policy of the Parish Centre is adhered or) |  | |
| Child Protection does not apply (no children or vulnerable adults attending hall) |  | |
| Nature of Event: |  | |
| Estimated Number Attending Event: (max 300) |  | |
| Special Requirements/Needs: |  | |
|  | |
| Date/s Required: |  | |
| Time Required: |  | |
| Rooms/Facilities Required: |  | |
|  | |
| Caretaking Requirements: (Chairs/Tables/AV/Layout) |  | |
| Catering Arrangements: |  | |
| Signed By Applicant: (Signature is taken as agreement with Terms & Conditions for use of Parish Centre) |  | |
| Comments: |  | |
|  | |
|  | |
| Booking Taken By: |  | |
| Estimate of Cost (if applicable) |  | |
| Insurance Arrangements: (Hall Insurance, Private Insurance) |  | |
| Insurance Policy Name & Policy Number: |  | |

This application will be referred to the Parish Centre Committee before the booking is confirmed