



### USING ST JUDE'S BUILDINGS

We hope you find using our buildings helpful. To ensure that Kitchen and Food Registrations with our Local Authority are maintained and that all are kept safe, especially any vulnerable adults or children, we ask that prior to using any of our spaces you consider **if** there is a need **to** either complete our Safeguarding Form or also keep and use our Kitchen Checklist, both of which are attached. Please then answer the relevant questions below and return this letter, signed and with any relevant form, so we can complete your booking.

Therefore:

If you will be using our Lower Hall Kitchen during your occupancy, please **complete the enclosed Kitchen Checklist on the day and leave it in the kitchen.**

If you anticipate the possibility that there may be either vulnerable adults, children or both present, **please read, sign, date and return the Safeguarding Form attached.**

St Jude's does not hire out any of its spaces, but we are pleased to be able to offer them to individuals and groups if we can. However, they do have high maintenance and running costs, so if you are in a position to make any donation, we will always very gratefully receive them.

Many thanks and we hope you have a successful time. Please now complete the section below and return this letter, signed and dated, along with any relevant forms to our Church Office.

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### YOUR BOOKING CONFIRMATION

Date(s) being booked:

Which space(s) is reserved (Delete as required): Church / Upper Hall / Lower Hall

What will be your arrival and departure times (i.e. not your event times):

Will you be using the Lower Hall Kitchen (Delete as required): Yes / No

**(If yes, refer to the Kitchen (opening/closing) Checklist which must be used on the day)**

Will vulnerable adults or children be present (Delete as required): Yes / No

**(If yes, please complete and return the Safeguarding Form with this application)**

Please confirm by signing and dating below, that you will follow the above protocols, be fully responsible for all the fixtures and fittings in the building and that you accept responsibility for any damage caused while being used by you or your guests/colleagues etc. Please also confirm that you will leave the spaces as you find them.

Your name, address, phone and email (Please print):

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

On behalf of (if relevant):

**Please now return this letter (and form if required) to enable us to complete your booking.**