



577 Antrim Road, Belfast, BT15 3LJ

Thank you for requesting use of the halls at Fortwilliam and Macrory Presbyterian Church. We are sending a booking form to you so that you will be able to give us the details we need to consider your application. In the Presbyterian Church the group of leaders known as the 'Kirk Session' is responsible for making decisions as to who can use the premises. It is our policy to open the premises to as many people as possible given constraints of space and time and being assured that there is adequate insurance cover and that child protection procedures are in place. We will need to have a copy of your insurance and child protection procedures on file before we will be able to proceed with your application.

We would ask you to fill in the form and return it as soon as possible to:

Rebekah McDonald
Fortwilliam and Macrory Presbyterian Church.
577 Antrim Road.
Belfast. BT15 3LJ.

ycdw@fmpci.com

It is also our policy not to charge a fee for the use of the premises. However, you will understand that there are always outgoings in terms of heat and light, together with other up keep considerations. We would, therefore, invite you to consider making a realistic contribution for your use of the premises. We include some guidelines which reflect simply what the outlay in heat and light is for the congregation.

We look forward to receiving your request for use of the halls.

The Kirk Session, Fortwilliam and Macrory Presbyterian Church.



577 Antrim Road, Belfast, BT15 3LJ

REQUEST FORM FOR USE OF HALLS

Forms should be returned to –

Clerk of Session, Muriel Torrens.

Fortwilliam and Macrory Presbyterian Church

577 Antrim Road, Belfast, BT15 3LJ

REQUESTS FOR USE OF HALLS ARE CONSIDERED BY THE KIRK SESSION WHICH MEETS IN THE SECOND WEDNESDAY OF SEPTEMBER, NOVEMBER, JANUARY, MARCH AND MAY.

AT TIMES IT MAY BE POSSIBLE TO CONSIDER YOUR REQUEST MORE QUICKLY.

THANK YOU FOR YOUR REQUEST. WE WILL COME BACK TO YOU AS SOON AS POSSIBLE.

Name of group _____
Contact person _____
Address & telephone _____
number of contact _____
Date/s requested _____
Time requested _____
Number of participants expected _____

Please tick which is most appropriate for your use:

ANTRIM ROAD SITE

Mulligan Room for small groups of up to 40 people _____

Main Hall for large groups and events _____

Kitchen (no kitchenware provided) _____

DUNCAIRN GARDENS SITE

Main Hall for large groups of over 30 people _____

Small Hall for groups of up to 20 people _____

Kitchen (no kitchenware provided)

Purpose of group/event (use additional sheets if necessary)

Has your group used these premises previously? Yes/No

**You must provide a copy of your child protection policy
& of your groups insurance.**

Children will be involved in our event Yes/No

We include a copy of our child protection policy Yes/No

**Insurance is normally required from your organisation to cover your event
on Fortwilliam & Macrory premises**

We include a copy of our insurance policy Yes/No

Have you completed the form Insurance1 Yes/No

We include a copy of our health and safety policy Yes/No

Signed _____

Date _____



FORM: INSURANCE1

Re: Confirmation of Insurance Cover

Attention of all users of our Halls and premises who are not affiliated organisations of the Church, of the need to ensure that they have adequate insurance cover, particularly in respect of their Liability to the public.

Fortwilliam and Macrory Presbyterian Church has its own insurance cover as owners of the property but there could be circumstances where an accident occurred or damage resulted which would not be attributable to the fault of the Church (in its role of property owner) and as such would fall outside the scope of the Church's liability and outside the scope of the Church's insurance cover.

You are therefore requested to complete the attached questionnaire and even if you do not have any insurance cover, this should be recorded on the form. The Church's Insurance Brokers, Oval James of Metropolitan Buildings, 29/31 Alfred Street, Belfast, BT2 8ED, will then inspect the form and will be happy to advise you on suitable cover if you have not advisers of your own to consult.

Please return the completed questionnaire with your application for use of the hall to:-

Rebekah McDonald
Fortwilliam and Macrory Presbyterian Church
577 Antrim Road,
Belfast,
BT15 3LJ

The Church Committee, Fortwilliam & Macrory Presbyterian Church

Liability Insurances Questionnaire

Name of Group using Church Premises:

Address:

Telephone Number:

Dates of use:

Purpose of Hire:

Description of Activities:

The following information is required by the insurer for Fortwilliam & Macrory Presbyterian Church when the premises are used by unaffiliated groups:

1) Employers Liability Insurer:

Policy Number:

Renewal Date:

Business Description:

Indemnity Limit:

Does the policy provide Indemnity to Principals? Yes/No

Please list any special conditions/exclusions of the policy.

2) Public Liability Insurer:

Policy Number:

Renewal Date:

Business Description:

Indemnity Limit:

Policy Excess:

Does the policy provide Indemnity to Principals? Yes/No

Please list any special conditions/exclusions of the policy.

Insurer/Broker Address:

Telephone Number: _____

Signed: _____

Date: _____

For Insurer/Broker:

Please return this questionnaire with you application and we will pass it on to:

Oval James.
Metropolitan Building,
29/31 Alfred St,
Belfast,
BT2 8ED
Telephone – 028 9024 1651
Fax – 028 9024 0441