



**Diocese of Down and Connor
Parish of St Brigid's Catholic Church**

BOOKING THE PARISH CENTRE

Any group wishing to book St. Brigid's Parish Centre must complete this booking form, sign and date it and submit it to the Parish Office for approval.

Your booking is not approved until you receive confirmation from the Parish Centre manager.

If you must cancel an event which has been approved or if you must change any of the details in the booking form, please inform the Parish Centre manager as soon as possible.

Last minute booking applications may not succeed because the Parish Centre may not be available as requested.

PARISH PROTOCOL AND SAFEGUARDING

The Parish Centre is owned by the Diocese, and its use is managed by the parish in accordance with Diocesan policies and legal requirements. The Parish Protocol reflects Diocesan policies and the information requested in this booking form is necessary to comply with Diocesan requirements, and to allow efficient management of the many groups who request the use of the Parish Centre during the year.

The safeguarding policy of the parish applies to all groups and activities which take place in the Parish Centre.

By submitting this application, you confirm that you adhere to the Parish Protocol and to the safeguarding policies of the parish.

A copy of the Parish Protocol and of the parish safeguarding policy is available from the Parish Office and can also be found on the parish website.

DATA PROTECTION

Information submitted with this booking form will be used to approve your application and to manage the use of the Parish Centre in relation to the activities of the group, and all matters arising out of that use. It will not be used for any other purpose.

The data protection policy and the privacy notice of the parish apply to your booking and use of the Parish Centre, and these documents are available on the parish website.

BOOKING FORM PARTICULARS – to be completed by the applicant

1. Full Name of Hirer	IN BLOCK CAPITALS	
2. Name and Address of Parish Group As recognised by the Parish Priest	IN BLOCK CAPITALS	
3. Full Name of Group Leader, if different from Hirer	IN BLOCK CAPITALS	
4. Full Address of Group Leader (or Hirer, if the same).		
5. Email address of Leader (or Hirer, if the same)	Please write clearly	
6. Phone number(s) of Leader (or Hirer, if the same)		
7. Will your group be working directly with Children/Young People?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Will your group be working directly with 'Adults at Risk of Harm' or 'Adults in Need of Protection'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. If YES to Q.7 or Q.8, please confirm your group is known to the Parish Safeguarding Committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. If YES to Q. 7 or Q. 8, provide the mobile phone number of the group's Designated Person Responsible for Safeguarding (if different from Group Leader).	It is essential that this mobile number is accessible throughout period of use.	
11. Purpose of Hire / Use		
12. Is this event/session being arranged in conjunction with a third party external organisation? (e.g. GAA, PTA, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. If YES can clarification be provided that the aforementioned third party will not use the event/session for commercial or financial gain? (e.g. grant application, external funding and/or fundraising.)		
14. Dates required		
15. Day/s of week and times required (include set up/clear-up)	Day: Time: from to	Day: Time: from to
16. Estimated number of people attending activity each day		
17. Premises required (Main Hall, Sports Hall, Room)		
18. Other requirements (e.g. Kitchen)		
19. Signature of Hirer and Group Leader, if different		Date:

Approval by or on behalf of Parish Priest: (Signature) Date:

The Parish Centre Manager will be in contact to advise of the availability or otherwise for your booking. If the requested day/time/space for your booking is unavailable, the Parish Centre Manager may suggest alternative options.

Approval by Parish Centre Manager: (Signature) Date: