



Rutherglen United Reformed Church,
69, Johnstone Drive, Rutherglen. G73 2QA
www.rutherglenurc.org.uk
Single let Application form



Please give details of the adult who is responsible for this event and will be in overall charge:		
Name		
Address		
Postcode		
Phone numbers		
Email Address		
Date		Accommodation required (<i>e.g. kitchen, large hall, small room etc</i>)
Start Time		
Finish Time		
Nature of event (<i>e.g. children's party, disco, musical evening, meeting etc</i>)		
What is the programme – please summarise what will actually happen at the <i>event</i> (<i>e.g. film show, disco, music, entertainment, group games etc</i>)		
Please itemise details of any equipment you will use at the event (<i>e.g. bouncy castle, disco equipment etc</i>)		
IF THE LET IS FOR A CHILDREN'S EVENT, please indicate		
<i>The number of children who will be attending</i>	<i>The age range of the children</i>	<i>The number of adults who will be present to supervise the event</i>

I understand the Rutherglen URC's Insurance policy has limited cover and that it is my responsibility to ensure the safety of all who attend. I also agree to ensure that all adults who supervise children are suitable adults.

Signed _____ Date _____

For church use only

Form Received	Decision of Finance & Fabric Group	Date of Meeting

Please return this form to;

The Secretary, Rutherglen URC, 69 Johnstone Drive, Rutherglen, G73 2QA