Catholic Parish of Bishop’s Stortford

*St Joseph and the English Martyrs, Bishop’s Stortford*

*Holy Cross, at St Andrew’s, Church Lane, Much Hadham*

*Most Holy Redeemer, Sayesbury Road, Sawbridgeworth*

3 Windhill, Bishop’s Stortford, Hertfordshire, CM23 2ND

Telephone: 01279 654063

*email:* [bishopsstortford@rcdow.org.uk](mailto:bishopsstortford@rcdow.org.uk)

*http://parish.rcdow.org.uk/bishopsstortford/*

If church premises are used on a casual basis for non-parish events that include children, young people or adults (e.g. parties), a written agreement is required that states it is a private booking and that the person organising the event will exercise a supervisory function and is responsible for safeguarding the children/young people who attend.

I ……………………………………………………………………… ( full name) of ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

(Full Address and Post code)

Have booked the Windhill Churches centre on ………………………… (Date) and between the hours of ......................... and ……………………… for………………………………. (event)

I can confirm that:

1. It is a private booking;
2. As an adults/parent organising the event I will exercise a supervisory function and am responsible for safeguarding the children/young people who attend.

Signed :

Date: