**CLEANING:** all room preparation & cleaning is done by our volunteers. Please ensure you leave rooms, the kitchen, the cooker, & toilets, at least as clean & tidy as you found them! Please complete the dishwasher cycle and empty of crockery & water. Please put all crockery away.

**Contacts:** **General Church contact:** Mrs Ruth Tallentire 01833 640200; ian@alston-road.co.uk

**The Pathway Room bookings contact & payments:** Ian & Ruth Tallentire, 5 Alston Road, Middleton-in-Teesdale, DL12 0UU; 01833 640200; ian@alston-road.co.uk

**The Pathway Methodist Church**

**Horsemarket, Middleton-in-Teesdale, DL12 0SH**

[**www.thepathway.org.uk**](http://www.thepathway.org.uk)

**Room Booking Form & Invoice**

**Invoice No:** *PW*

**Payments:** Cheques made out to **The Pathway Methodist Church**

OR direct to our bank account: Sort: 20-25-29; Acc.No.90571377

Payments or advice of payment to Ian or Ruth as ‘Contacts’ above.

**Rooms booked:**

**Date:**

**Times: Cost: Payment due:**

**Your Name:**

**Name of Organisation:**

**Address:**

**Contact phone no:**

**Email:**

**Age range of participants:**

**Description of activities:**

The Pathway Methodist Church is managed by The Pathway Methodist Church Council. We are committed to the care & nurture of, & the respectful pastoral ministry with, all children, young people and adults. **We are committed to the safeguarding & protection of children, young people & vulnerable adults**. It is the responsibility of all of us to be vigilant, & to prevent physical, sexual or emotional abuse, and to respond quickly when this occurs.

**Regular Hirers:** (more than 3 hires per annum) **Your Insurance:** you are required to hold your own insurance cover with public liability: Insurance Company Name: Policy Number: Expiry date:

I undertake to abide by the safeguarding policy of The Pathway Methodist Church which is available to view upon request. **SIGNED:**

**DRINK MATERIALS & FAIRTRADE:** Our refreshment materials are NOT included in your room hire. Please bring your own tea, coffee, sugar etc. For regular hirers, storage facilities can be provided. The Pathway Methodist Church endeavor to use **Fair-trade tea & coffee**. We encourage those who use The Pathway to do likewise. The Pathway is a Methodist Church property; & as such alcohol is prohibited.