

BOOKING FORM FOR HIRING THE CHURCH, CHURCH HALL OR MEETING ROOM

Name & Address of Hirer:-

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Date of application:-

Tel. (Home):-

Tel. (Mobile):-

Email:-

Date(s) required for hire:-

If a regular booking, please give some further details in this box

Day(s) required & frequency (e.g. weekly/monthly/other):- Any dates or periods <u>not</u> required during the year (you may be charged if prior notice is not given):-

Time of access needed:- Time of event starting:-

Time of leaving premises:- Time of event finishing:-

Number of persons expected to attend:-

Please circle requirement(s):- Church Church Lounge Church Hall Meeting Room

Please detail below any special requests (e.g. laying out tables & chairs, use of cooker or kitchen equipment, sale of alcohol, extension after 11pm), for which there may be an extra charge:-
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I have seen and accept the terms and conditions of hire. I consent to the information given on this form being held on a computer database (it will not be disclosed to any other party).

Signature of Hirer:-

***** Below this line for office use only *****

Hire charge: Notes:-

Deposit:- Date deposit paid:- Invoice no:-