

**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):- .....
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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:-  
.....  
.....

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:- .....