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

**Hirer’s Details**

|  |  |
| --- | --- |
| Name of group |  |
| Name of contact person |  |
| Postal address  (including postcode) |  |
| Telephone |  |
| Email |  |

**Booking Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of event – meeting/activity/party/other? | | Choose an item. | |
| Date required | | Click or tap to enter a date. | |
| Time of event starting |  | Time of access needed |  |
| Time of event finishing |  | Time of leaving premises |  |
| Hire of Hall, Meeting Room, Church or Lounge? | | Choose an item. | |
| Any special requests (e.g. laying out tables & chairs, use of kitchen equipment, sale of alcohol, extension after 11pm), for which there may be an extra charge.  (To be discussed at time of booking.) | |  | |

**Further details below to be completed for regular bookings only**

|  |  |
| --- | --- |
| Day(s) required on a regular basis |  |
| Frequency (weekly/monthly/other) |  |
| Dates or periods not required during the year.  (You may be charged if notice is not given.) |  |

**Declaration**

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).

Ticking this box will indicate your agreement and will be regarded as a signature.