

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?			
Date required			
Time of event starting		Time of access needed	
Time of event finishing		Time of leaving premises	
Hire of Hall, Meeting Room, Church or Lounge?			
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).

Signature of Hirer