

ST. LAWRENCE CHURCH HALL
Brown's Lane, Effingham, Surrey KT24 5NL

BOOKING FORM

Please note that this HIRE is subject to the GENERAL CONDITIONS AND REGULATIONS OF HIRING and information on the website. In order to secure a booking, please complete and return this form and transfer your full booking fee as agreed with the bookings secretary.

BOOKINGS SECRETARY: Hayley Rheinlander
Tel: 07758 223879
Email: stchurchhallbookings@gmail.com

In addition to the booking fee a refundable deposit of £100 is to be paid for larger functions. Deductions will be made for breakages/damage or terms of booking not being met. Assuming there are no issues your deposit will be returned within a week of the rental. Children's parties do not require a deposit. If you are planning to erect a bouncy castle an additional charge of £5 will be required.

In the event of a cancellation, the Bookings Secretary must be notified at least FOUR WEEKS in advance, otherwise the booking fee (hire charge) may be forfeit.

The Hire Charge is: £..... (including the booking fee)

PAYMENT DETAILS: Payee Name: Effingham PCC – Church Hall

Account No: 01070066 **Sort Code:** 309270 **Ref:** Your surname

BOOKING DETAILS:

The Hall is required on: (Date/Month/Year)

from: until:
(Booking times should include setting up before & clearing up after event)

Name of Applicant:

Address:

Email Address:

Telephone Number: Landline: Mobile:

Name of organisation (if applicable) Estimated No. of Guests:

Purpose for which the Hall is required:

Any specific facilities that will be used:

Have you hired the Hall on a previous occasion? YES / NO (please delete as appropriate)

I have read the General Conditions and Regulations of Hiring the Church Hall and undertake to see that they are strictly observed.

Signature: Date:

HALL HIRE RATES	
1 hour	£15
2 hours	£30
3 hours	£40
4 hours	£55
5 hours	£70
6 hours	£80
7 hours	£90
8 hours	£100
Additional £10/hr thereafter	