**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 download, complete, scan and return this form and transfer your full booking fee as agreed with the Bookings Co-Ordinator.

Jo Hawkins

 Tel: 07900 265978

 Email: stlchurchhallbookings@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 (these are only permitted outside) an additional charge of £5 will be required.

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

The Hire Charge is: £.............. (including deposit/additional charge)

**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: .......................

**HALL HIRE RATES**

1 hour £15

2 hours £30

3 hours £45

4 hours £55

5 hours £65

6 hours £75

7 hours £85

8 hours £95

Additional £10/hr thereafter

(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: ………………………………………………………..

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

Signature: ....................................... Date: ...................................

 Updated 06/02/20