

**ST LAWRENCE CHURCH HALL EFFINGHAM**

Browns Lane, Effingham, Surrey KT24 5NL

**APPLICATION FOR ONE-OFF BOOKING**

Any HIRE is subject to the General Conditions & Regulations of Hiring

These can be found on the website <https://www.effinghamwithlittlebookhamparish.org.uk/hall-information/>

To make a one-off booking please print, complete, scan and return this form by email. You should check availability etc. on the website before completing the form. Your booking will not be confirmed until a payment has been made. In the event of a cancellation, the Bookings Co-Ordinator should be notified at least FOUR WEEKS in advance otherwise the fee may be forfeit.

Bookings Co-Ordinator: Ili Rodic c/o St Lawrence Church, Church Street, Effingham KT24 5LX

Email: [stlchurchhallbookings@gmail.com](mailto:stlchurchhallbookings@gmail.com)

Payments should be made via bank transfer:

EFFINGHAM P C C - CHURCH HALL

Lloyds Bank

Account: 01070066

Sort Code: 30-92-70

The reference should be the date of your booking in the format dd/mm/yy

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

A deposit may be required for some bookings.

Name: .....

Postal Address: .....

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Email Address: .....

Telephone Number: .....

Name of organisation (if applicable) .....

Booking time: from: ..... (AM/PM) until: ..... (AM/PM)

Please note that booking time should include set up/cleaning up etc.

Date: ..... (dd/mm/yy)

Signature of the Applicant: .....

Date: .....

Details of gate and door access codes will be provided a few days before your booking.