

**ST LAWRENCE CHURCH HALL EFFINGHAM**

**ONE-OFF BOOKING FORM**

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. A small charge will be made to process any refunds.

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

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

The bank transfer reference should be the date which you are booking the hall for in the format dd/mm/yy

Name: .....

A deposit may be required for some bookings.

Email Address: .....

Postal Address: .....

.....

Telephone Number: .....

Name of Organisation: .....

(if applicable)

Bank Details: Name: .....

(if deposit taken)

Sort Code: ..... Account Number: .....

Planned use of hall: .....

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.