

Application to Hire St. John's Church Hall - Organisations

[www.thesnods.org.uk/Facebook-St Johns Church and Hall](http://www.thesnods.org.uk/Facebook-St-Johns-Church-and-Hall)

ORGANISATION DETAILS

Name of Organisation			
Responsible Person's Name			
Address including Postcode			
Tel. No.		E-mail	

BOOKING DETAILS

What does the organisation do and what is the purpose of the hire?			
Is this booking one off or regular?			
If regular, please describe e.g. weekly, fortnightly, monthly			
Date[s] and time[s] of booking[s] required			
Is the Organisation insured for the proposed activities? <i>(See 8 in T&Cs)</i>			
Does the Organisation work with under 18's and/or vulnerable adults? <i>(See 10/11 in T&Cs)</i>			
Does the Organisation sell food (other than light refreshments)? <i>(See 14 in T&Cs)</i>			

What Equipment will you want to use? Chairs/tables Kitchen equipment
 Audio visual equipment Bar

HIRE CHARGES – as of March 2019

Morning [8.00am – 1.00pm]	£40.00
Afternoon (1pm-6pm)	£40.00
Evening [6.00pm – midnight]	£60.00
Bar during the evening [+ £5.00 per hour outside this period].	£25.00
All Day (8-5pm/9-6pm)	£ 80.00
Hourly rate (to be applied at Booking Secretary's discretion)	£9.00 per hour
Agreed Fee	£ Payment made (Date)

A Deposit of £50 will be taken for large events/weddings
 Payment to be made by Bank transfer (using org.name as reference). St Johns Church Hall Trustees Bar Account. Sort Code 30:98:04; Account Number: 01167709. **Please notify us if you are unable to do so.**
Hall alarm codes will be sent to you once your booking is confirmed.

DECLARATION

I hereby make application for the use of St. John's Church Hall as set out above. I accept the Terms and Conditions of Hire which I have received and read.			
Signed		Dated	
Please note that while the Trustees of St. John's Church Hall make every effort to ensure the safety of all who use its premises, you will be responsible for your personnel and activities during the period of your Booking.			

Until you return the booking form your booking is not confirmed