

St Dunstan's Parish Church Cheam

Application for Occasional Hire for the St. Dunstan's Hall

Name

Full Address

..... post code

Tel (day) (Evening) Mobile

Email

Name of organisation (if applicable)

Purpose of hire

Date of hire Day.....Month.....Year.....

Hire Time from..... to

(The PCC allows thirty minutes, fifteen minutes before and the same after your event to set up, and then to clear away. If you will need more time, please include this in your booking)

There are probably other bookings before & after yours, please respect this.

Accommodation required (please tick as appropriate)

Hall only Use of cooker Audio Visual Equipment

Maximum number of people expected to attend

Other relevant information

Please tell us anything relevant to your hire, for example, your requirement for tables and chairs, use of the kitchen, if you intend to use any of your own electrical equipment such as amplifiers or projection equipment.

Terms and Conditions

- *I have read and accept the Conditions and Regulations and Booking Arrangements relating to the hire and use of the Hall of St Dunstan's Church and premises.*
- *I enclose a deposit of 50%.*
- *I agree to pay the balance of the hire charge in advance on collection of key the day before the hire date, and I confirm that no additional keys will be cut.*
- *a £50 returnable deposit in cheque form, must also be handed over on collection of keys*

KEY COLLECTION ON FRIDAY BETWEEN 10AM – 12PM ONLY

Signature Date

office use only

50% Deposit Cheque

Key holding deposit £50.....

Balance Paid.....

returned.....