

**CHURCH ROOM BOOKING FORM**

(revised June, 2022)

**Details of Hirer who will be present at the event:**

|  |  |
| --- | --- |
| Full Name |  |
| Organisation |  |
| Address (inc postcode) |  |
| Primary Telephone No |  |
| Alternative Telephone No |  |
| email address |  |

**Event Details:**

|  |  |
| --- | --- |
| Date(s) |  |
| Purpose |  |
| Start Time *(allow enough time to set up)* |  |
| End Time *(allow enough time to clear up)* |  |
| Approx No of Adults (16+ years) |  |
| Approx No of Children |  |
| Do you require access to Wifi? | YES/NO *(delete as applicable)* |
| Total Cost of Hire  The cost of hiring the room for those who hire weekly or monthly will be £12.00 per hour. For a one-off private hire the charge will be £15.00 per hour. Half or Full day hire for regular bookings will be £42.00 and £60.00 respectively and for one-off bookings will be £52.00 and £75.00 respectively.  **The total cost of hire must be paid in full at least 7 days prior to the event. Cheques payable to ‘Chiddingfold PCC’** | £ |

|  |  |
| --- | --- |
| I declare that   * I have read and agree to the conditions of use of the Church Room * I have read and agree to abide by the Parish Safeguarding Policy on the St Mary’s website (www.stmaryschurchchidd.org.uk) /I agree to abide by my own organisation’s safeguarding procedures *(please delete as applicable)* | |
| **Signed:** | **Dated:** |

To confirm the booking please return this form and payment to

Elizabeth Ottley / [stmarysbookingsclerk@outlook.com](mailto:stmarysbookingsclerk@outlook.com) / Tel No: 01428 685 797

On behalf of the Parochial Church Council of St Mary’s Church, Chiddingfold, Surrey, GU8 4SH