

St. John the Baptist Church, Locks Heath, Parochial Church Council

BOOKING FORM FOR THE USE OF CHURCH, HALL OR CENTRE

| | | |
|------------------------------------|---------------------|--|
| To be completed: | Date of Booking: | |
| Name | | |
| (of) | | |
| Address: | | |
| | | |
| Email address: | | |
| Telephone: | | |
| Mobile: | | |
| Wish to hire the: | | |
| At a cost of: | | |
| Time including set up and clear up | | |
| Time of Event | | |
| Additional costs: | Kitchen £20 per use | |
| | Tea/Coffee station | |
| | Other | |
| | | |
| | Total chargeable: | |
| | Deposit Paid: | |
| | Balance due: | |

I undertake to:

- be fully responsible for the premises during the period stated above
- I confirm that I have read and understood the conditions of use attached
- I confirm that I have made arrangements to gain access to the premises, and will pick up a key on:
- I will turn out lights, lock up carefully and return the key as arranged. I will remove any rubbish related to my booking and sweep or Hoover the floor if needed (vacuum provided)
- if paying to use the kitchen, I will come in during reception hours to be shown how to use the dishwasher. Please see overleaf:

Please return this booking form to Mrs Rae Stephens, Church Administrator, St. John's Church Office, 7 Church Road, Locks Heath SO31 6LW. Telephone 01489 578082 or email: rae@sjlh.org.uk

| | |
|-----------|--|
| Signature | |
| Name | |
| Date | |