



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

For Office
Use only:
Category

BOOKING FORM FOR THE USE OF CHURCH, HALL OR CENTRE

Date of Booking		
Name		
(of)		
Address		
Email address		
Telephone/Mobile		
Purpose/Event		
Number of Attendees		
Room(s)		
At a cost of		
From (time)		To (time)
Number of hours		
Start time of event		
Frequency		
Total Room Cost		
Additional costs	Kitchen £20 per use	
	Tea/Coffee station	
	Other	
Date/Method		
	Total chargeable	
	Deposit Paid:	
	Balance due:	
	Balance paid	

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.

Signature

Name

Date

Please return this booking form to: Operations Manager, St. John's Church Office, 7 Church Road, Locks Heath SO31 6LW. Telephone 01489 578082 or email: office@sjlh.org.uk

KEY HOLDER INFORMATION
(to be completed when keys are collected)

Key Holder Details

Name: (if different from booking) _____

Organization/Group _____

Address: (if different from booking) _____

Postcode

Contact Phone Number _____

ID seen (address must match above) TYPE _____

KEYS RECEIVED

Centre

Fob/Code

Hall

Other _____

Date _____

Taken by (initials): _____

KEYS RETURNED

Centre

Fob/Code

Hall

Other _____

Date _____

Received By (initials) _____

NOTES

PAYMENT:

A non-refundable £10 is required at the time of booking in order to hold the room. The balance is due at the time the keys are collected. You may make payments in cash, by cheque (payable to St Johns Church PCC) or BACS.

If you wish to pay via BACS our account is:

Lloyds Bank
1 Middle Road, Park Gate, Southampton, SO31 7GH
Name of account: St Johns Church PCC
02506581
Sort code: 30-93-17

Please enter your name,(Or company) and date of booking in the comments, and advise via email (office@sjlh.org.uk) that payment has been sent.

Thank you.