

United Church of Egham

APPLICATION FORM FOR HIRE

HIRE TYPE: <i>(delete as appropriate)</i>	CHURCH FUNCTION <i>(Free of charge)</i>	COMMUNITY EVENT <i>(Community/Member Rate)</i>	PERSONAL/COMMERCIAL HIRE <i>(Commercial Rate)</i>
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NAME AND ADDRESS OF HIRER

POST CODE : _____ **TELEPHONE NO:** _____

EMAIL: _____

REASON FOR HIRE

e.g. Children’s party, Concert, Wedding, Church function etc.

(If commercial, please give details of organisation and complete the Indemnity form (FORM 2) from our Web site (print and post it to us).

WHICH PART OF THE COMPLEX IS REQUIRED FOR HIRE? (DELETE AS APPROPRIATE)

PASTORAL CENTRE	CHURCH BUILDING
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DATE(S) AND TIMES REQUIRED FOR HIRE

DATE	TIME FROM:TO

ARE TABLES REQUIRED? (Included in the hiring charge but must be booked in advance if required). Delete as appropriate: Large 6’ trestle tables (max 8): **Yes/no** Small Tables (max 7): **Yes/no**

DO YOU WANT TO USE THE AV OR SOUND SYTSEM? There is an additional charge for these facilities - AV system and Microphones are £7 for commercial £5 for community users; Microphones only £5 commercial £2 community users.

Is your 10% non-refundable deposit enclosed? Yes/no

Note that additionally a refundable deposit of £25 is required f or party bookings.

Balance to be paid at least 4 weeks before the date the facilities are required. Please make cheques payable to “United Church of Egham”.

I/We have read and understood the conditions (FORM 3) and accept full responsibility for ensuring that they are observed.

NAME (PRINTED):	DATE
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Return to: BOOKINGS, United Church of Egham, High Street, Egham, TW20 9EX.

FOR CHURCH USE ONLY

Total Amount Due(A) £	Invoice No:	
Deposit Amount (B) £		Deposit - Date received
Balance Due (A-B) £	Balance – Date Due	Balance – Date Received