

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 attached Public Liability Insurance form (FORM 2)

DATE(S) AND TIMES REQUIRED FOR HIRE:

DATE	TIME FROM:TO

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

PASTORAL CENTRE	CHURCH BUILDING	CHURCH VESTIBULE only <i>Not bookable for parties</i>
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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

- 10% non-refundable deposit enclosed.
- 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 regulations (FORM 3) and accept full responsibility for ensuring that they are observed.

SIGNATURE	DATE
NAME (PRINTED):	

Return to: Facilities co-ordinator, United Church of Egham, High Street, Egham, TW20 9EX.
 Tel: 07964 241934 Email:ucegham_bookings@btconnect.com

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