

# St Dunstan's Parish Church Cheam

## Application for Regular Hire for the St. Dunstan's Hall

Name .....

Full Address .....

..... post code .....

Tel (day) ..... (evening) ..... Mobile .....

Email .....

Name of organisation (if applicable) .....

Purpose of hire .....

Hire Time from ..... to .....

Frequency daily/weekly/monthly

Day ..... Starting (date) .....

*(The PCC allows thirty minutes, fifteen minutes before and the same after your event to set up, and then to clear away. If you will need more time, please include this in your booking)*

*There are probably other bookings before & after yours, please respect this.*

*Please be aware that at times it may be necessary for the PCC to ask regular hirers to vary booking times or dates,*

**Accommodation required (please tick as appropriate)**

Hall only  Use of cooker  Audio Visual Equipment

**Maximum number of people expected to attend** .....

### Other relevant information

*Please tell us anything relevant to your hire, for example, your requirement for tables and chairs, use of the kitchen, if you intend to use any of your own electrical equipment such as amplifiers or projection equipment.*

### Terms and Conditions

- I have read and accept the Conditions and Regulations and Booking Arrangements relating to the hire and use of the Hall of St Dunstan's Church and premises.*
- The agreed hire charge is paid monthly in advance, an invoice and receipt will be issued,*
- I confirm that no additional keys will be cut.*
- a £50 returnable deposit, must also be handed over on collection of keys*

**Signature** ..... **Date** .....

*office use only*

Hire Charge .....

Key holding deposit £50.....

Initial payment.....

returned.....