

## Application for Hire of St. Andrew's Church Centre

Name of Hirer : \_\_\_\_\_

Contact Details : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone :Home \_\_\_\_\_ Mobile \_\_\_\_\_

Date(s) Required : \_\_\_\_\_  
 \_\_\_\_\_

Rooms and time required (see notes below)	From	To
<b>Main Hall</b>		
<b>Kitchen (boiler only)</b>		
<b>Kitchen (full facilities)</b>		
<b>Youth Hall</b>		
<b>Hastings Room</b>		
<b>Hastings Kitchenette</b>		
<b>Chapel</b>		

Purpose of hiring and type of function:  
 \_\_\_\_\_

Will intoxicants be served? \_\_\_\_\_

Will music be played? \_\_\_\_\_

Do you require the use of:

Public Address System? \_\_\_\_\_

Projector Screen? \_\_\_\_\_

Any other requirements?  
 \_\_\_\_\_

Name and address to which invoice should be sent if different from above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone :Home \_\_\_\_\_ Mobile \_\_\_\_\_

Notes:

1. The time booked must include any preparation and assembly time before the event, and any clearing up and dispersal time afterwards.
2. Hiring times must be for a minimum of one and a half hours and in half hour multiples thereafter.
3. Casual Hirers must enclose a non refundable deposit of £20, or the full hire charge if less than £20. Any balance of hire charge must be paid 21 days prior to the date of hire. Cheques should be made payable to: 'Stoke Poges PCC'
4. Upon completion a copy of this form together with any remittance should be signed and returned to the Letting Manager. The hirer is advised to retain a copy for their records.

I have read and accept the Conditions of Hire

Signed \_\_\_\_\_

Position if Organisation \_\_\_\_\_

Date \_\_\_\_\_

-----  
For Office Use Only