

RENTALS APPLICATION FORM

Please fill in this form and return it to the Parish Administrator along with deposit

Mr/Mrs/Ms	Surname:	Forename:
Company:		Charity:
		Charity No.
Address:		
		Postcode:
Tel:	Email:	
May we keep your email for our Mailing list For event information? YES NO		

Hire Details

Purpose of Hire: <i>(Please tick appropriately)</i>	Date of Hire:
Concert	
Party/Reception	Profit or Non-Profit? <i>(Read tariff & terms form for info)</i>
Meeting	Are you charging a fee to attendees for your event or hire? YES NO
Rehearsal	Will this be a non-profit event? YES NO
Other <i>(specify)</i>	10% discount apply? YES NO <i>This will have been discussed with bookings manager</i>
Times of Hire (This should include your set up and clear up time)	

Hire Space required *(Please Circle appropriately)*

St Mary's Centre	Main Church Space	Parish Room	Christina Room
Optional Extras:	Optional Extras:	Optional Extras:	Optional Extras:
Use of Piano	Use of Piano/Organ	Use of Kitchen	Use of St Mary's Centre Kitchen
Use of Kitchen	Use of Parish room & Kitchen	Use of Projection Screen	
Use of Projection Screen	Use of Projection Screen		
	Use of sound system		

Other special requirements? *(By discussion with Parish Administrator beforehand)*

Will you be serving Alcohol at your event? YES NO

Signed Declaration? YES NO

Please circle which of the following applies to your event

Pay corkage fee	St Mary's providing bar	Serving free refreshments
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Open/Close

Will a key holder be assigned for this booking?	YES NO
If no, what open/close arrangements have been made with bookings manager?	

Hire Fee breakdown

Total Fee for Space (and any optional extras):	
Amount paid as reservation deposit:	Cash/Cheque/Online
Security Deposit paid:	Cash/Cheque
Remaining balance to be paid:	

Terms & Conditions Agreement

(Please make sure you understand the full terms and conditions on 'Fees, terms & conditions' sheet before you sign this booking form)

- I agree that all the contact information given on **this form** is correct and that if any false information has been given, the booking will be revoked and **Security Deposit** retained.

- I have understood the following the full **conditions of hire & fees**, as detailed on Fees, terms & conditions sheet. Any breach of these conditions may result in the **Security Deposit** being retained.

- I agree that St Mary's have the right to refuse future bookings with Hirer if it is felt that any of the **Conditions of Hire** has been breached.

Signed by Hirer:	Print Name:
Date:	