

ST. ANDREWS CHURCH, DEAL – HALL HIRE BOOKING FORM

Please complete in full and return to St Andrew’s Church

<p>Name of Hirer (Must be present at the event)</p>	
<p>Telephone Number</p>	
<p>Email</p>	
<p>Purpose of hire - give details & numbers attending</p>	
<p>Date hall is required (If a repeat booking please indicate frequency)</p>	
<p>Start time (Please remember to include set-up time)</p>	
<p>Finish Time (Please remember to include time for clearing away and cleaning)</p>	
<p>Amount due (At £12 per hour)</p>	
<p>Is Kitchen Required? (If yes, please state if crockery, etc., required)</p>	

1. Full payment by cheque (made payable to Deal St. Andrew’s PCC), cash or bank transfer (CAFBank sort code 40-52-40, account number 00010572), together with a completed hall hire booking form, no later than two weeks before the event. Both are required to confirm the booking.
2. Please contact the Booking Manager to arrange collection of keys.
3. I have read and understood the Terms and Conditions for hiring St. Andrews Church Hall and I agree to abide by the conditions of hire and enclose or have paid the full hall hire fee.

Signature of hirer:

Print Name:

Date:

St. Andrew’s Church PCC Use Only