



This booking form is to be read in conjunction with the Code of Conduct for room users available on the church website. Hirers must complete all sections and sign the form confirming that they agree to abide by these requirements before submitting it to the Caretaker, John Johnson, at the Church Office, NG2 7QP (9141253) at least one month before the start of the relevant term or at least seven days beforehand for one-off bookings. Invoices (payable within 21 days) will be issued after each hire by John Heard (07962 121571). Bookings cancelled with less than 7 days notice are charged. Church groups should make an appropriate donation for room hire costs.

Name of Hiring Group			
Full Name of Applicant			
Full Postal Address		Telephone	
		Postcode	
Email address (for confirmation)			
Purchase Order Number			
Name and address of person to be invoiced (if different to above)		Telephone	
		Postcode	
Term booking date(s) (please select one term only)		Sept 1st – Dec 31st 2011	Jan 1st – April 7th 2012
Full dates of bookings (include start and finish dates or attach a separate sheet)		April 9th – Aug 31st 2012	

Hourly Room charges for Commercial and Community lettings 1 st September 2011	Times of room hire <i>These times are to include setting up and clearing away, not just group meeting time</i>					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Room 2, 4, 5, 8, 9 <i>State room number(s)</i> £12.75 £9.80	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To
Upper Hall £17.50 £13.25	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To
Lower Hall £21.00 £16.70	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To
Hall with kitchen £26.50 £20.70	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To
Church (per 4hr session) £160.00 £115.00	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To	⌚ From - To

The hirer is responsible for arranging any chairs and tables in a room as required, and replacing them afterwards. If furniture set-up is required it may be arranged with the Caretaker for an additional charge.

My signature confirms that I agree to be the 'Responsible Person' for the group

- to ensure that my group observe all requirements of the church's Code of Conduct which I have also signed
- that the assessed charges will be paid within 21 days of the invoice date
- that all the necessary insurances and licences, including Public Liability Insurance of £5 million are in place
- a copy of the Public Liability Insurance document has been submitted to the Caretaker

Date _____ Signature of Applicant _____

Request received by Church Caretaker	Date	Approval given by Church Council Officer	Date	Copy to Lettings Admin	Invoice No WBMC	Date	Amount