**CHURCH COMMUNITY HALL BROCKHAM GREEN (RH3 7JR)**

**APPLICATION FOR HIRE OF HALL (SINGLE BOOKING- WEEKDAY)**

Please complete in BLOCK CAPITALS and return to: Mrs Liz Taylor, 16 Tweed Lane, Strood Green, Brockham, RH3 7JA, 07974 500438

1. ADULT APPLICANT: ……………………………………………………………........……………

2: ADDRESS: …………………………………………………………………………………………..

 …………………………………………………….Post Code: …………………………..… .

 Tel: ………………………………………email……………………………………………..

Alternative Contact: ………..…………………………………………………………………

3 PURPOSE of hire: ……………………………………………………………………………………

3a AGE of child if for a child’s Party .....…………………………………….......................…………

3b. Details of party entertainers and Equipment..........................................................................

4 DAY and DATE required: ……………………………………………………………………………

5: Total TIME required (**including preparation and clearing up**)

From………………….am/pm to………………..am/pm

1. Whether KITCHEN / OVEN / CROCKERY etc. are required……………........……YES/NO
2. Do you intend to bring into the Hall ARTICLES or EQUIPMENT of any kind YES/NO

(eg. Projector, musical equipment, bouncy castle etc. – see Conditions of Hire) if so what:

NB All electrical equipment must be PAT tested)

 ……………………………………………………………………………………………………….

 (Continue overleaf if necessary)

1. \*I/WE AGREE:
2. TO PAY £…………… (**£20.50 per hour or part thereof**) for the hire of the hall and enclose a cheque or BACS Transfer for this amount–
3. + a cleaning and damages deposit of **£100** payable at time of booking (in the form of a separate cheque made out to Christ Church Brockham or by BACS Transfer)
4. DEPOSIT MUST BE RECEIVED WITHIN 7 DAYS FROM DATE YOU RECEIVE THE BOOKING FORM TO SECURE THE BOOKING
5. I/we understand that the **cleaning and damages deposit will be returned** provided the hall is left in a clean and satisfactory condition

**OR (delete as appropriate)**

Please arrange for the hall to be cleaned after we have used it, **we are happy to forfeit £40 from the deposit**

1. TO ACCEPT AND OBSERVE the Conditions of Hire, a copy of which \*I/WE have studied and fully understand.
2. BACS DETAILS PCC Christ Church Brockham Green

Account Number: 38536188 Sort Code: 60-07-02

1. Signed: ………………………………………………………………….. Date: …………………