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

**APPLICATION FOR HIRE OF HALL (WEDDING)**

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. Names of Both Parties being married:

a) M/F: NAME:

 b) M/F: NAME:

1. ADDRESS: ………………………………………………………………………………………….

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

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

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

1. Hire Costs : £450 for day of wedding  including Setting up evening before/ Clear Up following morning

(Deposit of **£100** is required at time of booking, with the balance and damages/cleaning deposit two months prior to date of wedding)

1. DAY and DATE(s) required: …………………………………………………………………………

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

From……….am/pm on …….. to………..am/pm on……

 Whether KITCHEN / OVEN / CROCKERY etc. are required……………........……YES/NO

1. Do you intend to bring into the Hall ARTICLES or EQUIPMENT of any kind YES/NO

(eg. 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 **£100** for the deposit hire of the hall and enclose a cheque for this amount –
3. + a cleaning and damages deposit of **£100** payable two months prior to date (in the form of a separate cheque made out to Christ Church Brockham or BACS)
4. BACS DETAILS: PCC Christ Church Brockham Green

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

1. I/we understand that the **cleaning and damages deposit cheque will be returned** provided the hall is left in a clean and satisfactory condition
	1. **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.

Signed: ………………………………… Date:…………… (Last updated 2022)