**Christ the King Church Hall Hire Form**

|  |  |
| --- | --- |
| **Name**……………………………………………….… | **Contact Number**……………………………... |
| **Address**……………………………………………………………………………………………………………... | |
| **Date required**………………………………….. | **Time required**………………………………….. |
| ***Please include set up and clear away time of 30 minutes each which needs to be booked and paid for (additional to party time – additional cost)*** | |
| **Total charge**……………………………..……… | (………………..hours @ £11 per hour) |
| **Deposit paid**……………………………………….  ***(A non-refundable deposit of 50% of the total cost to be paid at time of booking)*** | |
| * ***A late cancellation (7 days or less) fee to be paid in full.*** | |
| * ***Please advise number of guests a minimum of 7 days in advance.*** | |
| * ***Please leave the hall and kitchen in a clean condition as found.*** | |
| * ***All breakages are to be paid for.*** | |
| * ***Sanctuary area is out of bounds.*** | |
| * ***Please ensure children are supervised at all times.*** | |
| * ***Full contact details including telephone details to be provided.*** | |
| * ***Venue viewing by prior appointment.*** | |
| * ***Contact Mr Edward Gunn on 07926 086 537*** * ***or email:* editor.christtheking@outlook.com** | |
| ***I have read and accept the terms and conditions as set out above and in the Conditions of Hire.*** | |
| **Name (Print)**………………………………………………………… | |
| **Signature** …………………………………………………………….. | |
| **Date**…………………………………………………………………….. | |